AGENDA EAGAR TOWN COUNCIL REGULAR MEETING OCTOBER 4, 2016



NOTICE OF THE REGULAR MEETING OF THE TOWN OF EAGAR OCTOBER 4, 2016 7:00 P.M. COUNCIL CHAMBER, 22 WEST 2^{ND} STREET

PURSUANT TO A.R.S. 38-431.02, NOTICE IS HEREBY GIVEN TO THE MEMBERS OF THE TOWN COUNCIL OF THE TOWN OF EAGAR AND THE GENERAL PUBLIC THAT THE TOWN COUNCIL WILL HOLD A **REGULAR MEETING OPEN TO THE PUBLIC ON TUESDAY, OCTOBER 4, 2016, BEGINNING AT 7:00 P.M., IN THE COUNCIL CHAMBERS LOCATED AT 22 W. 2ND STREET, EAGAR, ARIZONA.**

AGENDA

- 1. WELCOME AND CALL MEETING TO ORDER
- 2. ROLL CALL
- 3. PLEDGE OF ALLEGIANCE
- 4. INVOCATION
- 5. SUMMARY OF CURRENT EVENTS
 - A. MAYOR
 - B. COUNCIL
 - C. STAFF

6. OPEN CALL TO THE PUBLIC

ANY CITIZEN DESIRING TO SPEAK ON A MATTER **THAT IS NOT** SCHEDULED ON THE AGENDA MAY DO SO AT THIS TIME. COMMENTS SHALL BE LIMITED TO 3 MINUTES PER PERSON AND SHALL BE ADDRESSED TO THE TOWN COUNCIL AS A WHOLE, AND NOT TO ANY INDIVIDUAL MEMBER. ISSUES RAISED SHALL BE LIMITED TO THOSE WITHIN THE JURISDICTION OF THE TOWN COUNCIL. PURSUANT TO THE ARIZONA OPEN MEETING LAW, THE TOWN COUNCIL CANNOT DISCUSS OR ACT ON ITEMS PRESENTED AT THIS TIME. AT THE CONCLUSION OF THE CALL TO THE PUBLIC, INDIVIDUAL TOWN COUNCIL MEMBERS MAY (1) RESPOND TO CRITICISM MADE BY THOSE WHO HAVE ADDRESSED THE PUBLIC BODY; (2) ASK STAFF TO REVIEW A MATTER AND (3) ASK THAT A MATTER BE PLACED ON A FUTURE AGENDA.

7. PRESENTATIONS

- A. UPDATE TO THE TOWN COUNCIL AND PUBLIC ON BIOMASS RESOURCES AND INDUSTRY IN APACHE COUNTY (DOYEL SHAMLEY)
- B. PRESENTATION OF GENERAL FUND AND UTILITIES FUND CAPITAL IMPROVEMENT PLANS (TAMI RYALL / KATIE BRADY)
- C. PRESENTATION OF CONCERN BY CITIZEN RELATED TO DRAINAGE ON WEST SCHOOL BUS ROAD (JIM FINCH, JR.)

8. CONSENT AGENDA

- A. APPROVAL OF MINUTES OF EAGAR TOWN COUNCIL MEETING(S) HELD SEPTEMBER 2016 (EVA WILSON)
- B. APPROVAL OF AUGUST 2016 NATIONAL BANK OF ARIZONA TRANSMITTALS, CHECKS WRITTEN, PAYROLL DIRECT DEPOSIT VOUCHERS, AND CREDIT CARD PURCHASES (KATIE BRADY)

- C. ACCEPTANCE OF AUGUST 2016 FINANCIAL REPORT AND SALES TAX REPORT (KATIE BRADY / TAMI RYALL)
- D. AUTHORIZATION TO REQUEST A HEALTH INSURANCE PREMIUM HOLIDAY FROM THE RURAL ARIZONA GROUP HEALTH TRUST IN THE AMOUNT OF \$37,307 (TAMI RYALL)
- E. APPROVAL TO DONATE A TOWN OF EAGAR 2000 FORD CROWN VICTORIA USED POLICE VEHICLE TO NORTHEAST TRAINING CENTER FOR THEIR USE FOR THE EMERGENCY SERVICES TRAINING PROGRAM (MIKE SWEETSER)
- F. AUTHORIZATION FOR THE TOWN TO SUBMIT A BID FOR THE PURCHASE OF THE ROUND VALLEY RECREATION CENTER PROPERTY FROM ARIZONA STATE LAND DEPARTMENT IN THE AMOUNT OF \$65,000 (TAMI RYALL)
- G. ACCEPTANCE OF AN ARIZONA DEPARTMENT OF HOMELAND SECURITY GRANT IN THE AMOUNT OF \$15,000 TO BE DISTRIBUTED BETWEEN THE EAGAR, SPRINGERVILLE AND GREER FIRE DEPARTMENTS TO PURCHASE HANDHELD RADIOS (FRANK ADAMS)
- H. ACCEPTANCE OF RESOLUTION 2016-16 APPROVING THE SUBMISSION OF PROJECTS FOR THE FISCAL YEAR 2017 ARIZONA GOVERNOR'S OFFICE OF HIGHWAY SAFETY PLAN CONTRACT NO. 2017-405D-007 ACCEPTING THE NO MATCH GRANT FUNDING, AND APPROVAL OF PURCHASING IN ACCORDANCE WITH THIS GRANT BY INTERIM CHIEF MIKE SWEETSER (MIKE SWEETSER)
- I. ACCEPTANCE OF RESOLUTION 2016-17 APPROVING THE SUBMISSION OF PROJECTS FOR THE FISCAL YEAR 2017 ARIZONA GOVERNOR'S OFFICE OF HIGHWAY SAFETY PLAN CONTRACT NO. 2017-PT-015 ACCEPTING THE NO MATCH GRANT FUNDING, AND APPROVAL OF PURCHASING IN ACCORDANCE WITH THIS GRANT BY INTERIM CHIEF MIKE SWEETSER (MIKE SWEETSER)
- J. APPROVAL TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE FOREST SERVICE FOR THE FLATTOP TRAIL HEAD / 12^{TH} STREET PARKING LOT (TAMI RYALL)

9. <u>UNFINISHED BUSINESS</u>

10. <u>NEW BUSINESS</u>

- A. DISCUSSION AND FIRST READING OF ORDINANCE 2016-06 AMENDING THE EAGAR TOWN CODE TITLE 13.60 CEMETERY (EVA WILSON)
- B. DISCUSSION AND FIRST READING OF ORDINANCE 2016-07 AMENDING THE EAGAR TOWN CODE BY ELIMINATING TITLE 18 (SECTIONS 18.20.050, 18.24.050, 18.28.050, 18.32.050, 18.36.050, 18.40.050, 18.44.050, 18.48.060, AND 18.52.050) ZONING, GENERAL PROVISIONS PERTAINING TO FIVE OR MORE DOG PERMIT; AND REVISING TITLE 6 ANIMALS (MIKE SWEETSER / TAMI RYALL)
- C. DISCUSSION AND CONSIDERATION TO ENTER INTO AN EMPLOYEE ASSISTANCE PROGRAM SERVICES AGREEMENT WITH EAP PREFERRED AND TO ADJUST THE COST IN THE FISCAL YEAR 2016-2017 BUDGET (TAMI RYALL / EVA WILSON)

11. SIGNING OF DOCUMENTS

12. ADJOURNMENT

THE PUBLIC IS WELCOME TO PLACE ITEMS ON THE COUNCIL AGENDAS WITH THE APPROVAL OF THE MAYOR OR TOWN MANAGER. A "PROPOSED AGENDA ITEM" REQUEST FORM IS AVAILABLE IN THE TOWN CLERK'S OFFICE OR AT WWW.EAGARAZ.GOV UNDER THE COUNCIL AND CLERK LINKS. ALL REQUESTS ARE DUE INTO THE TOWN CLERK'S OFFICE BY WEDNESDAY AT 12:00 NOON THE WEEK PROCEEDING THE COUNCIL MEETING. REGULAR COUNCIL MEETINGS ARE HELD ON THE 1ST TUESDAY, AND 3RD TUESDAY OF THE MONTH AS BUSINESS ALLOWS.

IF ANYONE WISHING TO ATTEND THIS MEETING HAS SPECIAL NEEDS DUE TO A DISABILITY, PLEASE CONTACT THE TOWN CLERK AT 928-333-4128 TWENTY-FOUR HOURS PRIOR TO THE MEETING AND ACCOMMODATIONS

WILL BE PROVIDED. ANYONE NEEDING INFORMATION ON THE CURRENT MEETING, PLEASE CONTACT THE TOWN CLERK AT 928-333-4128.

POSTED BY: EVA WILSON

Date: September 29, 2016 Time: 4:00 P.M.

TOWN OF EAGAR

Proposed Agenda Item

Requester: DOYEL SHAMLEY, APACHE COUNTY NATURAL RESOURCE COORDINATOR
Phone Number: (928) 245-5722
Date: 16-SEPT-18
Proposed Council Meeting Date: 16-OCT-4
Brief Description of Proposed Agenda Item:
UPDATE ON BIOMASS RESOURCES AND INDUSTRY IN APACHE COUNTY

- Proposed agenda items should include supporting information to be included in the Council Packet, if possible.
- Attach supporting information to this form.
- This form must be received by the Town Clerk at least one week in advance of the proposed Council Meeting.
- Presentations are limited to 15 minutes or less.
- Questions regarding the agenda item will be limited to 10 minutes or less and will be facilitated by the Mayor.
- Requestors will be notified by the Thursday before the proposed Council Meeting as to whether the proposed item will be on the Council Agenda.



MEMORANDUM

To:

Honorable Mayor & Council

From:

Tami Ryall

Date:

28 September 2016

Subject:

Annual Update of the Capital Improvement Plan

Each year, the Town adopts a Capital Improvement Plan (CIP) containing proposed projects to be built over the next several years. Included in the plan are projects funded for the next 5 years to coincide with the 5-year budget model, projects to be considered within 6-10 years, and long-term projects beyond 10 years.

To begin discussions of this year's CIP, we are proposing to break projects down into two sessions at the regular Council meetings in October and November. During the October meeting, we will bring forward proposed projects for the General Fund and Utilities. At the November meeting, we will focus on HURF/Streets. Our December meeting can be reserved to go over any follow up items or additional discussions. A draft version of the complete CIP is included in your packet for review.

TOWN OF EAGAR

Proposed Agenda Item

Requester: I rin Flinch Th
Phone Number: 928 245 0785
Date: 8-29-16
Proposed Council Meeting Date: Supt. 6, 2016
Brief Description of Proposed Agenda Item: Discuss the word in
hill and the City cutting away the dist
That comes down and will eventually cause
the Ditch above to soak the ground and
eventually & Slough off in to the houses
below flooding them. The better fix is to
put concrete barriers (as they do on the state highways)
So it can Stop eroding - Thank You for your time -
Jai Find I

- Proposed agenda items should include supporting information to be included in the Council Packet, if possible.
- Attach supporting information to this form.
- This form must be received by the Town Clerk at least one week in advance of the proposed Council Meeting.
- Presentations are limited to 15 minutes or less.
- Questions regarding the agenda item will be limited to 10 minutes or less and will be facilitated by the Mayor.
- Requestors will be notified by the Thursday before the proposed Council Meeting as to whether the proposed item will be on the Council Agenda.

ADD TO AGENDA FOR OCT. 4, WHEN CIP PREUMINIARY DISCUSSIONS BEGIN. I CAMED HIM TO LET HIM KNOW, BUT YOU MAY WANT TO GET HIM A COPY of THE AGENDA.

MINUTES EAGAR TOWN COUNCIL REGULAR MEETING 22 W. 2nd St., Eagar, AZ September 6, 2016 - 7:00 P.M.

Mayor Bryce Hamblin called the Regular Council Meeting to order and welcomed those present. Mayor Hamblin requested that the record show that Vice-Mayor James Nelson is absent and all other Councilmembers are present (with Councilor Winslow McNeill arriving two minutes into the meeting.) Mayor Hamblin led the Pledge of Allegiance and Allen Browning offered the invocation.

COUNCIL PRESENT: Bryce Hamblin, Mayor

Debra Seeley Steve Erhart John O. Phelps Winslow McNeill Allen Browning

COUNCIL ABSENT: James Nelson, Jr., Vice Mayor

STAFF PRESENT: Tami Ryall, Town Manager

Katie Brady, Finance Manager

Eva Wilson, Town Clerk

Bruce Ray, Public Works Director Mike Sweetser, Interim Police Chief

Doug Brown, Town Attorney

ITEM #5: SUMMARY OF CURRENT EVENTS

A. MAYOR

None.

B. COUNCIL

None.

C. STAFF

Town Manager Tami Ryall reported a State Forestry tree planting today and that the Town of Eagar is now designated a Tree City U.S.A. Eagar is the first town in Apache County with this designation and one of 29 in the State. The tree is planted in front of the police department on Main Street.

Interim Police Chief Mike Sweetser reported that Officer Walker Richardson has graduated from the academy and is currently undergoing field training.

ITEM #6: OPEN CALL TO THE PUBLIC

Citizen Glen Rogers stated he was cited for a dog at large and feels that he was violated. The animal control officer "DG" was waiting on the street for the dog to cross over the property line, and Mr. Rogers is claiming unethical and entrapment tactics. Mr. Rogers stated his dog is a working livestock dog and Mr. Rogers' property borders the forest of which the area is prone to visits by mountain lions, Mexican gray wolf, and coyotes; he recently lost a cat and rooster to predators. Mr. Rogers stated he was cited before 8:00 resulting in a \$100 fine, when a first offense is normally \$50.

ITEM #7: PRESENTATIONS

A. <u>PRESENTATION OF AN AWARD TO BURNHAM MORTUARY FOR BUSINESS OF THE YEAR</u>

Mayor Hamblin announced that Burnham Mortuary has been selected as the Town of Eagar's business of the year and awarded Mr. and Mrs. Burnham with a plaque in appreciation of their service to the community.

ITEM #8: CONSENT AGENDA

- A. <u>APPROVAL OF MINUTES OF EAGAR TOWN COUNCIL MEETING(S) HELD AUGUST 2016</u>
- B. <u>APPROVAL OF JULY 2016 NATIONAL BANK OF ARIZONA TRANSMITTALS</u>, <u>CHECKS WRITTEN, PAYROLL DIRECT DEPOSIT VOUCHERS, AND CREDIT CARD PURCHASES</u>
- C. ACCEPTANCE OF JULY 2016 FINANCIAL REPORT AND SALES TAX REPORT
- D. ACCEPTANCE OF RESOLUTION 2016-12 APPROVING THE SUBMISSION OF PROJECTS FOR THE FISCAL YEAR 2017 ARIZONA GOVERNOR'S OFFICE OF HIGHWAY SAFETY PLAN CONTRACT NO. 2017-405D-007 ACCEPTING THE NO MATCH GRANT FUNDING, AND APPROVAL OF PURCHASING IN ACCORDANCE WITH THIS GRANT BY INTERIM CHIEF MIKE SWEETSER
- E. ACCEPTANCE OF RESOLUTION 2016-13 APPROVING THE SUBMISSION OF PROJECTS FOR THE FISCAL YEAR 2017 ARIZONA GOVERNOR'S OFFICE OF HIGHWAY SAFETY PLAN CONTRACT NO. 2017-PT-015 ACCEPTING THE NO MATCH GRANT FUNDING, AND APPROVAL OF PURCHASING IN ACCORDANCE WITH THIS GRANT BY INTERIM CHIEF MIKE SWEETSER

- F. <u>APPROVAL TO ENTER INTO A PROPOSAL WITH POLICE PRO (STEAMBOAT DATA) FOR POLICE DEPARTMENT REPORT WRITING / TIME MANAGEMENT SOFTWARE SYSTEM NOT TO EXCEED \$22,800</u>
- G. <u>APPROVAL TO ALLOW FOR A PURCHASE FROM STATE CONTRACT FOR NEW COMPUTER HARDWARE THAT IS COMPATIBLE WITH POLICE DEPARTMENT SOFTWARE NOT TO EXCEED \$45,000</u>

Mayor Bryce Hamblin stated there was a request to remove Items F and G from the Consent Agenda, and asked for a motion to approve the remaining Consent Agenda items.

Councilor Winslow McNeill moved to approve the Consent Agenda with the exception of Items F and G. Councilor Debra Seeley seconded; all were in favor, motion carried unanimously. 6-0

DISCUSSION AND CONSIDERATION OF:

- F. APPROVAL TO ENTER INTO A PROPOSAL WITH POLICE PRO (STEAMBOAT DATA) FOR POLICE DEPARTMENT REPORT WRITING / TIME MANAGEMENT SOFTWARE SYSTEM NOT TO EXCEED \$22,800
- G. <u>APPROVAL TO ALLOW FOR A PURCHASE FROM STATE CONTRACT FOR NEW COMPUTER HARDWARE THAT IS COMPATIBLE WITH POLICE DEPARTMENT SOFTWARE NOT TO EXCEED \$45,000</u>

Interim Police Chief Mike Sweetser and Conquest Technologies Representative Scott Burrell made a presentation on the needs of the police department for a new mobile report writing and time keeping program and the capabilities of the proposed software and hardware with an associated total cost of \$62,950.

The police department is using hardware and an operating system from 2010 and prior, while using two software systems for incident documentation, report writing, and data entry. The police software was implemented in 1994 with FileMaker Pro (data entry/forms management) and approximately 2000 with Xpediter (report writing) which cannot communicate with each other, requiring staff to manually enter data after the police officer completes report writing. Police officer time keeping is manually kept on logs to the 6/10ths of an hour; between report writing and time keeping police officers are confined to the office for the majority of their paperwork instead of being visible in the community.

Mr. Burrell found PolicePro in his research in developing custom software for the police department. All technology has upgraded to x64 bit architecture and it would be futile to write new programs for the 32 bit architecture the department now runs. PolicePro was designed by former police officers in 1997 for smaller police departments and is designed using FileMaker Pro. The cost of PolicePro's product is in the range that was budgeted for Mr. Burrell to develop custom programs.

PolicePro developers are proactive and willing to make customizations to fit the needs of the department already making changes within two hours as suggested for the presentation. With the department using FileMaker Pro now, the data can be readily imported into PolicePro without massive data reentry. The ability to pull statistics seamlessly without hand counting will be an immense support to police administration. The newer version of FileMaker Pro (new version necessary as the old is from 1994) will have the ability to read a moving VC database to pull in the Xpediter report writing data to complete the process of having historical and current data in one system.

The software costs are \$22,800 with \$18,000 approved in last fiscal year for this project and the remaining \$4,800 to be adjusted from other police budget line items this fiscal year. The three-day onsite training of \$2,845 will come from the police training budget, and \$4,860 annual support fee will be budgeted in future budgets and is included in the \$22,800 for this fiscal year.

The hardware costs are \$40,150 (\$45,000 allocated in current fiscal year) to be purchased from State Contract to include eight Lenovo vehicle laptop kits, two workstations, monitors, and printers for the office; and other incidentals such as firewall, wireless service, vehicle computer mounts, invertors for vehicles, Office Suite for all units, a Mac Server (as FileMaker Pro is an Apple product), and the department is still researching the ability to scan driver licenses in the field.

Councilor John Phelps asked how long these improvements will be viable before they're outdated. Mr. Burrell stated the ideal situation is, after the initial purchase, place the hardware on a rotation cycle of replacement. The computers will have a three-year warranty, and it can be expected that hardware can run three to five years. Ms. Ryall added the hardware is currently planned for rotation in six years in the capital improvement plan (with more information on computer replacement to be covered in this year's capital improvement planning.)

Councilor Phelps asked about the annual \$4,800 technical support price and if that was a reasonable price. Mr. Burrell stated it depends on how much support is needed and used; if the department uses it a lot it is very reasonable but not so much if it is used minimally. If it's not used there may be no need to renew the support subscription. PolicePro is a FileMaker Pro model and FileMaker Pro has been operation in the department since 1994 with no support needed. Steamboat may also be negotiable depending on our needs and use of the support. The annual support cost is well within range as the industry is charging \$9,000-\$10,000. Ms. Ryall stated the support may also be beneficial for product development or customization as well.

Councilor Steve Erhart asked if the laptops in the vehicles would have internet access with online support, what hours support is available and accessibility to that support. Mr. Burrell stated the internet will be provided via wireless subscription with Verizon Wireless and access to online support is during regular business hours. Steamboat BaseCamp provides tutorials online for instant support any time.

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Interim Chief Sweetser finished by stating this system will cut data entry and reporting time immensely, and keep officers on the street for visibility and efficiency as they are report writing in their vehicles, as well as, cutting down on time spent on time keeping, report writing, and data entry. The new technology will also be an incentive for new recruits to come to Eagar as other than DPS no other agency in Apache County will have this type of system.

Councilor Phelps asked about unacceptable use of the internet. Mr. Burrell stated that policies and procedures that are currently in place for all employee's use of technology will cover the use of in-car computers as well.

Ms. Ryall added the software will have the ability to interface with Google Maps to provide visualization for collision area or crime area pinpointing. Interim Chief Sweetser stated the system may also have other capabilities for better efficiency such as electronic data transfer of information to the Magistrate Court.

Councilor Winslow McNeill stated that the capability of gathering statistics is helpful, however, the system must allow for productivity versus the cost.

Interim Chief Sweetser added officers can print forms in their vehicles for prisoner transport which will enhance officer safety as officers can transport prisoners directly to the jail, as well as the capability of printing other forms onsite and provide capability to query driver license and license plates, and Interim Chief Sweetser had not even broached the subject of the program's evidence tracking capabilities.

Councilor McNeill added that the cost is close to budget expectations.

Councilor Winslow McNeill moved to approve Items F and G concerning software and hardware for the police department as proposed. Councilor Allen Browning seconded; all were in favor, motion carried unanimously. 6-0

ITEM #9: UNFINISHED BUSINESS

None.

ITEM #10: NEW BUSINESS

A. CONSIDERATION OF RESOLUTION 2016-14 ACCEPTING THE CANVASS OF THE PRIMARY ELECTION HELD ON AUGUST 30, 2016 – ELECTION OF CANDIDATES FOR MAYOR AND TWO COUNCIL SEATS – AND ISSUANCE OF CERTIFICATES OF ELECTION

Town Clerk Eva Wilson declared that the total number of ballots cast at the Primary Election were 861 and that Bryce Hamblin received 558 votes for Mayor, Winslow McNeill received

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561 votes, and John O. Phelps received 633 votes for the two council seats, determining that the three candidates did receive more than one-half of the total number of valid votes cast and, therefore, to be issued certificates of election.

Councilor Steve Erhart moved to accept the canvassing of the seats and to issue the certificates. Councilor Debra Seeley seconded; all were in favor, motion carried unanimously. 6-0

ITEM #11: SIGNING OF DOCUMENTS

Necessary signatures were obtained for the Minutes of August 2, 2016; the July 2016 Financial Pages; and Resolutions 2016-12, 2016-13, and 2016-14

ITEM #12: ADJOURNMENT

Councilor Winslow McNeill moved to adjourn the meeting [at 8:02 p.m.]. Councilor Steve Erhart seconded; all were in favor, motion carried unanimously. 6-0

Attest:	 	 		
Mayor:				
Vice-Mayor				
Council:				
			_	

CERTIFICATION OF COUNCIL MINUTES

I hereby certify that the foregoing minutes is a true and correct copy of the minutes of the Regular Council Meeting of the Town of Eagar, Arizona held on September 6, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

				_	_
E	Eva M.	Wilson,	Town	Clerk	

MINUTES EAGAR TOWN COUNCIL SPECIAL MEETING 22 W. 2nd St., Eagar, AZ September 22, 2016 - 7:30 P.M.

Mayor Bryce Hamblin called the Special Council Meeting to order. Mayor Hamblin requested that the record show Vice-Mayor James Nelson, Jr. attending telephonically and all other Councilmembers are present.

COUNCIL PRESENT:

Bryce Hamblin, Mayor

James Nelson, Jr., Vice Mayor

Debra Seeley Steve Erhart John O. Phelps Winslow McNeill Allen Browning

STAFF PRESENT:

Tami Ryall, Town Manager Eva Wilson, Town Clerk Doug Brown, Town Attorney

ITEM #3: EXECUTIVE SESSION

A. EXECUTIVE SESSION AS ALLOWED BY A.R.S. § 38-431.03.A1 AND § 38-431.03.A4.

- DISCUSSION OR CONSIDERATION OF EMPLOYMENT, ASSIGNMENT,
APPOINTMENT, PROMOTION, DEMOTION, DISMISSAL, SALARIES,
DISCIPLINING OR RESIGNATION OF A PUBLIC OFFICER, APPOINTEE OR
EMPLOYEE OF ANY PUBLIC BODY, EXCEPT THAT, WITH THE EXCEPTION OF
SALARY DISCUSSIONS, AN OFFICER, APPOINTEE OR EMPLOYEE MAY DEMAND
THAT THE DISCUSSION OR CONSIDERATION OCCUR AT A PUBLIC MEETING.
THE PUBLIC BODY SHALL PROVIDE THE OFFICER, APPOINTEE OR EMPLOYEE
WITH WRITTEN NOTICE OF THE EXECUTIVE SESSION AS IS APPROPRIATE BUT
NOT LESS THAN TWENTY-FOUR HOURS FOR THE OFFICER, APPOINTEE OR
EMPLOYEE TO DETERMINE WHETHER THE DISCUSSION OR CONSIDERATION
SHOULD OCCUR AT A PUBLIC MEETING – TOWN MANAGER EMPLOYMENT /
CONTRACT

DISCUSSION OR CONSULTATION WITH THE ATTORNEYS OF THE PUBLIC BODY IN ORDER TO CONSIDER ITS POSITION AND INSTRUCT ITS ATTORNEYS REGARDING THE PUBLIC BODY'S POSITION REGARDING CONTRACTS THAT ARE THE SUBJECT OF NEGOTIATIONS, IN PENDING OR CONTEMPLATED LITIGATION OR IN SETTLEMENT DISCUSSIONS CONDUCTED IN ORDER TO AVOID OR RESOLVE LITIGATION – TOWN MANAGER CONTRACT

Councilor Winslow McNeill moved to move into Executive Session [at 7:30 p.m.] Councilor Debra Seeley seconded; all were in favor, motion carried unanimously. 7-0.

RECONVENE INTO SPECIAL SESSION

Councilor Steve Erhart moved to reconvene into Special Session [at 10:10 p.m.] Councilor Allen Browning seconded; all were in favor, motion carried unanimously. 7-0

ITEM #4: NEW BUSINESS

A. <u>DISCUSSION OF TOWN MANAGER TAMI RYALL EMPLOYMENT AND CONTRACT</u>

Mayor Hamblin stated he will have a difficult time working with Tami Ryall moving forward due to Mayor Hamblin stating he was lied to and misled by Ms. Ryall. Mayor Hamblin also believes Ms. Ryall is setting herself up for an Equal Employment Opportunity Commission (EEOC) complaint by addressing the Council with the claim that the Mayor intimidates her and feels this claim could be detrimental to the Town.

Mayor Bryce Hamblin moved to terminate the employment/contract with Tami Ryall with cause.

Councilor Allen Browning asked the Town Attorney Doug Brown if an EEOC complaint would be a valid concern. Mr. Brown stated he is not familiar with EEOC complaints but that it basically deals with the prohibited discrimination categories and not sure a complaint based on that claim would fit in a covered category. Mayor Hamblin stated being female fits one of the categories. Mr. Brown agreed but usually there is more than intimidation involved.

Motion failed for lack of a second.

B. <u>DISCUSSION AND CONSIDERATION OF ANY ACTION DEEMED NECESSARY FROM THE EXECUTIVE SESSION</u>

None.

ITEM #5: ADJOURNMENT

Councilor Allen Browning moved to adjourn the meeting [at 10:14 p.m.]. Councilor Winslow McNeill seconded; all were in favor, motion carried unanimously. 7-0

Attest:		
Mayor:	· .	
Vice-Mayor:		

Council:

CERTIFICATION OF COUNCIL MINUTES
I hereby certify that the foregoing minutes is a true and correct copy of the
minutes of the Special Council Meeting of the Town of Eagar, Arizona held on September 22
2016. I further certify that the meeting was duly called and held and that a quorum was present

Eva M. Wilson, Town Clerk

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Journa	Payee or Description	Date	Check No	Amount
CDPT	Standard Insurance Company	08/02/2016	352	424.32
CDPT	SECURITY BENEFIT	08/04/2016	353	385.00
CDPT	ACR-AZ ST RETIREMENT	08/04/2016	354	266.01
CDPT	Arizona State Retirement	08/04/2016	355	11,865.86
CDPT	Arizona Dept of Revenue	08/04/2016	356	1,842.89
CDPT	U. S. Deptarment of Revenue	08/04/2016	357	15,162.08
CDPT	SECURITY BENEFIT	08/17/2016	358	385.00
CDPT	Arizona State Retirement	08/17/2016	359	12,012.56
CDPT	Arizona Dept of Revenue	08/17/2016	360	2,084.04
CDPT	U. S. Deptarment of Revenue	08/17/2016	361	17,493.12
CDPT	ACR-AZ ST RETIREMENT	08/17/2016	362	261.75
CDA	WRIGHT EXPRESS FLEET SERVICES	08/08/2016	1544	4,814.23
CD	XPRESS BILL PAY MONTHLY FEES	08/08/2016	1545	337.70
CD	NBA MONTHLY FEES	08/11/2016	1546	409.52
CD	CHASE PAYMENTECH MONTHLY FESS - #4176	08/11/2016	1547	96.64
CD	CHASE PAYMENTECH MONTHLY FEES - #1052	08/11/2016	1548	531.73
CD	AZ DEPT OF REVENUE - TPT TAXES	08/29/2016	1549	8,303.07
CD	NSF CHECK - J CORDOVA	08/26/2016	1550	125.00
CD	NSF CHECK - C GARCIA	08/29/2016	1551	102.23
CD	NSF CHECK - M TAYLOR	08/29/2016	1552	108.07
CD CDPT	NBA - PAPER STATEMENT FEES	08/29/2016	1553	5.00
	AMERICAN HERITAGE LIFE	08/02/2016	39699	617.15
CDPT	AMERICAN HERITAGE LIFE	08/02/2016	39700	170.59
CDP	FINCH, STEPHANIE	08/04/2016	39701	1,142.42
CDP	WOOD, MARY K.	08/04/2016	39702	1,919.59
CDP	VALENZUELA, ORALIA KENNEDY, GAYLON D.	08/04/2016	39703	662.34
CDP	PENA, PATRICK J	08/04/2016	39704	664.19
CDPT	AVESIS INSURANCE	08/04/2016 08/02/2016	39705	785.48
CDA	A & B TOWING AUTO BODY REPAIR	08/02/2016	39706 39707	204.08
CDA	APACHE COUNTY	08/02/2016	39707	100.00 500.00
CDA	APACHE COUNTY - PUBLIC RECORDS	08/02/2016	39709	25.50
CDA	APACHE COUNTY FINANCE	08/02/2016	39710	2,850.00
CDA	ARIZONA DEPT OF REVENUE	08/02/2016	39711	9,923.79
CDA	BACA, KELLY	08/02/2016	39712	1,200.00
CDA	BEGAY, SARAH MAE	08/02/2016	39713	180.00
CDA	BLUE HILLS ENVIRONMENTAL ASSOC	08/02/2016	39714	464,62
CDA	CENTRAL ARIZONA SUPPLY	08/02/2016	39715	1,097.43
CDA	COPPER STATE BOLT & NUT CO.	08/02/2016	39716	70.16
CDA	DAVIS TRUE VALUE HDWRE, INC	08/02/2016	39717	187.82
CDA	E & E SERVICES, INC.	08/02/2016	39718	39.41
CDA	GALLS - QUARTERMASTER	08/02/2016	39719	120.89
CDA	HATCH INDUSTRIES LLC	08/02/2016	39720	4,473.28
CDA	MISSION LINEN SUPPLY	08/02/2016	39721	30.03
CDA	MOUNTAIN SPRINGS COUNSELING	08/02/2016	39722	120.00
CDA	MUNICIPAL CODE CORPORATION	08/02/2016	39723	622.00
CDA	MYRON CORPORATION	08/02/2016	39724	186.26
CDA	PENROD, SHAROD	08/02/2016	39725	600.00
CDA	PREMIERE DRY CLEANING	08/02/2016	39726	17.50
CDA	FIRE FIGHTER'S POLICE OFFICERS	08/02/2016	39727	200.00
CDA	QUALITY READYMIX INC	08/02/2016	39728	422.22
	Void - Void Check	08/02/2016	39729	.00
	SUTTON, ANDREW	08/02/2016	39730	40.50
	SWEETSER, MIKE	08/02/2016	39731	40.00
	US POSTAL SERVICE	08/02/2016	39732	462.38
	VALLEY AUTO PARTS	08/02/2016	39733	700.97
	WESTERN DRUG, INC.	08/02/2016	39734	74.09
_	TOWN OF SPRINGERVILLE	08/02/2016	39735	2,083.33
CDP	BINGHAM, DUSTIE LEA	08/04/2016	39736	379.75

Journal	Payee or Description	Date	Check No	Amount
CDPT	Support Payment Clearing House	08/04/2016	39737	92.00
CD	EAGAR DAYS - LOGGING	08/04/2016	39738	3,598.00
CD	EAGAR DAYS - PETTY CASH	08/04/2016	39739	60.00
CDA	MCBRIDE, WESLEY	08/04/2016	39740	450.00
CDPT	PUBLIC SAFETY PERSONNEL	08/04/2016	39741	6,960.34
CDPT	LEGALSHIELD	08/09/2016	39742	105.70
CDA	AZ DEPT OF CORRECTIONS	08/11/2016	39743	142.49
CDA	AZ DEPT OF CORRECTIONS	08/11/2016	39744	330.00
CDA	BAKER'S OFFICE CITY	08/11/2016	39745	16.22
CDA	BALL, RUSSELL/HELEN	08/11/2016	39746	97.13
CDA	BASHAS', INC.	08/11/2016	39747	208.49
CDA	Void - Information Only Check	08/11/2016	39748	.00
CDA	Void - Information Only Check	08/11/2016	39749	.00
CDA	CARQUEST OF SPRINGERVILLE	08/11/2016	39750	1,827.65
CDA	CASELLE, INC	08/11/2016	39751	1,736.00
CDA	CITY OF SHOW LOW	08/11/2016	39752	155.89
CDA	COWBOY UP HAY & RANCH SUPPLY	08/11/2016	39753	41.45
CDA	E & E SERVICES, INC.	08/11/2016	39754	382.85
CDA	EAGAR FIREFIGHTER ASSOCIATION	08/11/2016	39755	120.00
CDA	HIGH COUNTRY PROPANE INC	08/11/2016	39756	8.25
CDA	HintonBurdick CPAs & Advisors	08/11/2016	39757	1,250.00
CDA	INTERSTATE BATTERIES	08/11/2016	39758	508.56
CDA	JACQUELINE S FISHER	08/11/2016	39759	45.00
CDA	KENNEDY, GAYLON	08/11/2016	39760	171.82
CDA	LESUEUR ADVANCE AUTOMOTIVE	08/11/2016	39761	516.50
CDA	MCLAUGHLIN, FRANK	08/11/2016	39762	100.00
CDA	MISSION LINEN SUPPLY	08/11/2016	39763	29.37
CDA	MOUNTAIN SPRINGS COUNSELING	08/11/2016	39764	60.00
DA	NATIONAL BANK OF ARIZONA	08/11/2016	39765	7,236.78
CDA	PREMIERE DRY CLEANING	08/11/2016	39766	42.50
DA	SONJA C. OWENS	08/11/2016	39767	12.50
DA	THE LEGEND GROUP/ADSERV	08/11/2016	39768	1,981.56
DA	TOWN OF SPRINGERVILLE	08/11/2016	39769	683.78
DA	WHITE MOUNTAIN PUBLISHING-IND.	08/11/2016	39770	588.46
DA	WILSON, EVA	08/11/2016	39771	60.00
DA	WOODWARD, KATHLEEN	08/11/2016	39772	40.60
DA	YOUNG'S FUTURE TIRE, INC.	08/11/2016	39773	396.36
DP	FINCH, STEPHANIE	08/18/2016	39774	1,137.19
DP '	WOOD, MARY K.	08/18/2016	39775	1,885.31
DP '	VALENZUELA, ORALIA	08/18/2016	39776	665.52
DP	BEDDOW, THOMAS	08/18/2016	39777	100.40
DP '	WALKER, VERLYN	08/18/2016	39778	.00
DP I	NORMAN, MIKE	08/18/2016	39779	1,477.80
DP -	TADLOCK, MICHAEL O. II	08/18/2016	39780	251.13
DP I	BECKMAN, LEA M.	08/18/2016	39781	116.63
DP Y	VICKERS, KEVIN	08/18/2016	39782	117.69
DP (GOODSELL, JACOB N.	08/18/2016	39783	72.42
DP F	ROBBERTS, STEVEEN AARON	08/18/2016	39784	97.71
DP \	WILSON, CODY J	08/18/2016	39785	23.06
DP (GOODMAN, TANNER	08/18/2016	39786	126.69
DP A	AVERY, CHRISTIAN T.	08/18/2016	39787	153.06
DP F	ROBBERTS, CORY S.	08/18/2016	39788	111.72
	ROBBERTS, CODY A.	08/18/2016	39789	68.26
	BEARD, RONNIE P.	08/18/2016	39790	126.60
	OID CHECK	08/18/2016	39791	.00
	HAMBLIN, BRYCE M.	08/18/2016	39792	.00 349.00
	MCNEILL, WINSLOW	08/18/2016	39793	
	ERHART, STEVE	08/18/2016	39794	88.15 99.75
	IELSON, JAMES, JR	08/18/2016	39795	88.75

Journa	Payee or Description	Date	Check No	Amount
CDP	BROWNING, ELWIN ALLEN	08/18/2016	39796	91.55
CDP	VOID CHECK	08/18/2016	39797	.00
CDP	KENNEDY, GAYLON D.	08/18/2016	39798	664.19
CDP	PENA, PATRICK J	08/18/2016	39799	694.22
CDP	SEELEY, DEBRA	08/18/2016	39800	91.55
CDPT	RAGHT	08/16/2016	39801	28,653.99
CDPT	Support Payment Clearing House	08/17/2016	39802	92.00
CDPT	Support Payment Clearing House	08/17/2016	39803	114.15
CDPT	FAMILY SUPPORT REGISTRY	08/17/2016	39804	118.60
CDPT	PUBLIC SAFETY PERSONNEL	08/17/2016	39805	7,628.92
CDP	MCLAUGHLIN, SETH M.	08/18/2016	39806	2,121.62
CDPT	Eagar Firefighter Assoc	08/17/2016	39807	401.60
CD	AZ STATE TREASURER - BOND LGIP #91845	08/18/2016	39808	99,047.71
CDA	Void - AZ SECRETARY OF STATE	08/18/2016	39809	.00.
CDA	ALLEGRA	08/18/2016	39810	54.24
CDA	ASPEN TIRE & OIL	08/18/2016	39811	1,115.38
CDA	AZ SECRETARY OF STATE	08/18/2016	39812	43.00
CDA	BRADCO	08/18/2016	39813	1,726.13
CDA	CENTRAL ARIZONA SUPPLY	08/18/2016	39814	152.42
CDA	COWBOY UP HAY & RANCH SUPPLY	08/18/2016	39815	194.12
CDA	DELUXE SMALL BUSINESS SALES	08/18/2016	39816	59.26
CDA	E & E SERVICES, INC.	08/18/2016	39817	75.74
CDA	EAPPA	08/18/2016	39818	4,381.40
CDA	ELLSWORTH, KRISTI	08/18/2016	39819	3,500.00
CDA	FRONTIER - LONG DISTANCE	08/18/2016	39820	33.90
CDA	GALLS - QUARTERMASTER	08/18/2016	39821	146.37
CDA	GREER, SHAWNA	08/18/2016	39822	143.64
CDA	KONICA MINOLTA BUSINESS SOLUTI	08/18/2016	39823	179.05
CDA	MISSION LINEN SUPPLY	08/18/2016	39824	30.03
CDA	MOHAVE ENVIRONMENTAL LAB	08/18/2016	39825	813.00
CDA	Void - Information Only Check	08/18/2016	39826	.00
DA	NAVOPACHE ELECTRIC COOPERATIVE	08/18/2016	39827	14,750.53
CDA	NORMAN, MICHAEL	08/18/2016	39828	95.15
DA	NORTHEAST AZ TRAINING CENTER	08/18/2016	39829	750.00
DA	Void - PETERS, SHAWN	08/22/2016	39830	.00
DA	QUILL CORPORATION	08/18/2016	39831	220.76
DA	STANDARD ELECTRIC WHOLESALE	08/18/2016	39832	421.46
DA	SWEAT SHOP	08/18/2016	39833	85.99
DA	UNIVERSAL POLICE SUPPLY CO	08/18/2016	39834	401.79
	WHITING, RICHARD	08/18/2016	39835	3,500.00
	WITTING, SUMMER	08/18/2016	39836	40.00
	ZUMAR INDUSTRIES, INC	08/18/2016	39837	442.26
	AZ SECRETARY OF STATE	08/18/2016	39838	68.00
	APACHE COUNTY TREASURER	08/24/2016	39839	80.62
	APACHE COUNTY YOUTH COUNCIL	08/24/2016	39840	250.00
	ASPEN TIRE & OIL	08/24/2016	39841	308.53
	AZ DEPT OF CORRECTIONS	08/24/2016	39842	445.00
	AZ STATE TREASURER	08/24/2016	39843	1,897.58
	BROWN & BROWN LAW OFFICES,P.C.	08/24/2016	39844	4,486.07
	BUSINESS RADIO LICENSING	08/24/2016	39845	120.00
	CONQUEST TECHNOLOGY GROUP	08/24/2016	39846	1,998.07
	COPPER STATE BOLT & NUT CO.	08/24/2016	39847	89.27
	COWBOY UP HAY & RANCH SUPPLY	08/24/2016	39848	149.13
DA I	FRONTIER	08/24/2016	39849	2,032.30
	GALLS - QUARTERMASTER	08/24/2016	39850	415.08
	GRUNDT, MIKE	08/24/2016	39851	10.00
	HATCH CONST. & PAVING, INC.	08/24/2016	39852	1,451.08
DA H	KONICA MINOLTA BUSINESS SOLUTI	08/24/2016	39853	240.43
DA N		08/24/2016		

Journa	Payee or Description	Date	Check No	Amount
CDA	MUNICIPAL CODE CORPORATION	08/24/2016	39855	600.00
CDA	NICOLL, TREVER	08/24/2016	39856	1,779.80
CDA	TIMEMARK INC	08/24/2016	39857	1,080.57
CDA	TIWARI, AVINASH	08/24/2016	39858	74.35
CDA	VERIZON WIRELESS	08/24/2016	39859	31.00
CDA	WHITE MOUNTAIN COMMUNICATIONS	08/24/2016	39860	57.99
CDA	WHITE MTN REG MED CNTR	08/24/2016	39861	96.77
CDA	WILTBANK, BRIAN	08/24/2016	39862	145.92
CDA	WILTBANK, MARION	08/24/2016	39863	8.12
CDA	ARIZONA PLUMBING SPECIALISTS	08/31/2016	39869	200.00
CDA	ASPEN TIRE & OIL	08/31/2016	39870	368.90
CDA	BEARD, RONNIE	08/31/2016	39871	120.00
CDA	BEDDOW, TOM	08/31/2016	39872	120.00
CDA	BEGAY, SARAH MAE	08/31/2016	39873	35.00
CDA	BLUE HILLS ENVIRONMENTAL ASSOC	08/31/2016	39874	80.57
CDA	BROWN, JUSTIN & TOMEE	08/31/2016	39875	48.75
CDA	BUSINESS SOLUTIONS GROUP	08/31/2016	39876	337.46
CDA	CENTRAL ARIZONA SUPPLY	08/31/2016	39877	568.61
CDA	CONQUEST TECHNOLOGY GROUP	08/31/2016	39878	2,045.63
CDA	COWBOY UP HAY & RANCH SUPPLY	08/31/2016	39879	109.02
CDA	EAPPA	08/31/2016	39880	9,156.77
CDA	GOODSELL, JACOB	08/31/2016	39881	120.00
CDA	GRIMSHAW, SHEYENNE	08/31/2016	39882	120.00
CDA	HD SUPPLY WATERWORKS. LTD.	08/31/2016	39883	435.03
CDA	J2 ENGINEERING AND ENVIRONMENT	08/31/2016	39884	741.19
DDA	DANA KEPNER COMPANY, INC	08/31/2016	39885	5,116.55
DA	KONICA MINOLTA BUSINESS SOLUTI	08/31/2016	39886	84.22
DA	MISSION LINEN SUPPLY	08/31/2016	39887	28.72
CDA	MOHAVE ENVIRONMENTAL LAB	08/31/2016	39888	513.00
DA	MOUNTAIN SPRINGS COUNSELING	08/31/2016	39889	60.00
DA	PASSALACQUA, SEAN/CHERIE	08/31/2016	39890	44.10
DA	QUILL CORPORATION	08/31/2016	39891	385.50
	TADLOCK, MICHAEL	08/31/2016	39892	120.00
	WALKER, DEAN	08/31/2016	39893	120.00
	WHITE MOUNTAIN PUBLISHING-IND.	08/31/2016	39894	69.53
	Void - Information Only Check	08/31/2016	39895	.00
DA	WOODLAND BUILDING CENTER	08/31/2016	39896	2,177.13
DP	RYALL, TAMI - DIR DEP	08/04/2016	8041601	.00
DP	WILTBANK, MARION - DIR DEP	08/04/2016	8041602	.00
DP	WILSON, EVA - DIR DEP	08/04/2016	8041603	.00
DP I	RAY, BRUCE - DIR DEP	08/04/2016	8041604	.00
	LOYD, JEREMIAH - DIR DEP	08/04/2016	8041605	.00
	HENDERSON, ELECIA - DIR DEP	08/04/2016	8041606	.00
DP (CARNRIGHT, LOURDES M DIR DEP	08/04/2016	8041607	.00
DP :	SLADE, RONDA - DIR DEP	08/04/2016	8041608	.00
DP I	RICHARDSON, WALKER - DIR DEP	08/04/2016	8041609	.00
DP I	MALY, CLINTON - DIR DEP	08/04/2016	8041610	.00
DP I	HERRERAS, RICARDO - DIR DEP	08/04/2016	8041611	.00
DP (CASILLAS, JASON - DIR DEP	08/04/2016	8041612	.00
OP (GLEESON, WILLIAM - DIR DEP	08/04/2016	8041613	.00
OP S	SWEETSER, MICHAEL G DIR DEP	08/04/2016	8041614	.00
OP J	ONES, STEVEN B - DIR DEP	08/04/2016	8041615	.00
OP S	STONESTREET, ROBERT M DIR DEP	08/04/2016	8041616	.00
	GILLIAM, ZONA H DIR DEP	08/04/2016	8041617	.00
	VITTING, SUMMER G DIR DEP	08/04/2016	8041618	.00
	EARD, PAT - DIR DEP	08/04/2016	8041619	.00
	IUTTALL, MARY - DIR DEP	08/04/2016	8041620	.00
	DAMS, FRANK - DIR DEP	08/04/2016	8041621	.00
	ROWNING, ELWIN - DIR DEP	08/04/2016	8041622	.00

Journa	Payee or Description	Date	Check No	Amount
CDP	PETERS, SHAWN - DIR DEP	08/04/2016	8041623	.00
CDP	WELCH, RON - DIR DEP	08/04/2016	8041624	.00.
CDP	HALL, KENNETH R. JR - DIR DEP	08/04/2016	8041625	.00
CDP	WHITING, "WESLON" RICHARD - DIR DEP	08/04/2016	8041626	.00
CDP	MCLAUGHLIN, FRANK - DIR DEP	08/04/2016	8041627	.00
CDP	WHITING, JACK - DIR DEP	08/04/2016	8041628	.00
CDP	WHITE, DOUGLAS R DIR DEP	08/04/2016	8041629	.00
CDP	FONYI, JOHN K - DIR DEP	08/04/2016	8041630	.00.
CDP	SUTTON, JOSEPH C - DIR DEP	08/04/2016	8041631	.00.
CDP	WILTBANK, BRIAN - DIR DEP	08/04/2016	8041632	.00.
CDP	GRUNDT, MICHAEL H DIR DEP	08/04/2016	8041633	.00.
CDP	RYALL, TAMI - DIR DEP	08/18/2016	8181601	.00.
CDP	WILTBANK, MARION - DIR DEP	08/18/2016	8181602	
CDP	WILSON, EVA - DIR DEP	08/18/2016	8181603	.00.
CDP	RAY, BRUCE - DIR DEP	08/18/2016	8181604	.00
CDP	LOYD, JEREMIAH - DIR DEP	08/18/2016	8181605	.00.
CDP	HENDERSON, ELECIA - DIR DEP	08/18/2016		.00
CDP	CARNRIGHT, LOURDES M DIR DEP	08/18/2016	8181606	.00
CDP	SLADE, RONDA - DIR DEP	08/18/2016	8181607	.00
CDP	RICHARDSON, WALKER - DIR DEP	08/18/2016	8181608 8181609	.00
CDP	RICHARDSON, WALKER - DIR DEP	08/18/2016		.00
CDP	MALY, CLINTON - DIR DEP	08/18/2016	8181610	.00
CDP	HERRERAS, RICARDO - DIR DEP	08/18/2016	8181611	.00
CDP	CASILLAS, JASON - DIR DEP	08/18/2016	8181612	.00
CDP	GLEESON, WILLIAM - DIR DEP	08/18/2016	8181613	.00
CDP	SWEETSER, MICHAEL G DIR DEP	08/18/2016	8181614	.00
DP	JONES, STEVEN B - DIR DEP		8181615	.00
DP	STONESTREET, ROBERT M DIR DEP	08/18/2016	8181616	.00
DP	GILLIAM, ZONA H DIR DEP	08/18/2016	8181617	.00
DP	WITTING, SUMMER G DIR DEP	08/18/2016	8181618	.00
DP	BEARD, PAT - DIR DEP	08/18/2016	8181619	.00
DP	NUTTALL, MARY - DIR DEP	08/18/2016	8181620	.00
DP	ADAMS, FRANK - DIR DEP	08/18/2016	8181621	.00
DP	MCDOWELL, LEVI - DIR DEP	08/18/2016	8181622	.00
DP	GRIMSHAW, SHEYENNE R DIR DEP	08/18/2016	8181623	.00
DP	REED, ROBERTA E DIR DEP	08/18/2016	8181624	.00
	BINGHAM, DUSTIE LEA - DIR DEP	08/18/2016	8181625	.00
	PHELPS, JOHN O DIR DEP	08/18/2016	8181626	.00
	BROWNING, ELWIN - DIR DEP	08/18/2016	8181627	.00
		08/18/2016	8181628	.00
	PETERS, SHAWN - DIR DEP	08/18/2016	8181629	.00
	WELCH, RON - DIR DEP	08/18/2016	8181630	.00
	HALL, KENNETH R. JR - DIR DEP	08/18/2016	8181631	.00
	WHITING, "WESLON" RICHARD - DIR DEP	08/18/2016	8181632	.00
	MCLAUGHLIN, FRANK - DIR DEP	08/18/2016	8181633	.00
	WHITING, JACK - DIR DEP	08/18/2016	8181634	.00
	WHITE, DOUGLAS R DIR DEP	08/18/2016	8181635	.00
	FONYI, JOHN K - DIR DEP	08/18/2016	8181636	.00
	SUTTON, JOSEPH C - DIR DEP	08/18/2016	8181637	.00
	WILTBANK, BRIAN - DIR DEP	08/18/2016	8181638	.00
	GRUNDT, MICHAEL H DIR DEP	08/18/2016	8181639	.00
	DIRECT DEPOSIT TOTAL	08/04/2016	9220081	42,465.02
o ac	DIRECT DEPOSIT TOTAL	08/18/2016	9220082	43,434.01

Total:

447,889.07

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	Fully Paid Invoices 08/01/2016 - 08/31/2016					Sep 27, 2016 11:00a		
GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount	
01-10750		D CASH FUND - CASH CLEARING I						
	396	8 PASSALACQUA, SEAN/CHERIE	OVERPAYMENT	AUG16		08/29/2016	44.10	
Total COMBINI	ED CASH F	UND				-	44.10	
10-25100	GENERAL	FUND - SURCHARGE TO STATE P	AYARI F					
		0 AZ STATE TREASURER	COURT DOCKET MONEY PAYMEN	JUL16		08/22/2016	1,897.58	
10-25110		FUND - SURCHARGE TO COUNTY						
	340	APACHE COUNTY TREASURER	JAIL FEE/ASSESSMENT FEE	JUL16		08/22/2016	80.62	
10-36-500	GENERAL	FUND - FEES & PERMITS - BUILDIN	NG PERMITS					
	3966	NICOLL, TREVER	OVERPAYMENT PERMIT#CBP2010	AUG16		08/23/2016	1,779.80	
10-38-141	GENERAL	FUND - DONATIONS - EAGAR DAY	S DONATIONS					
		PENROD, SHAROD	EAGAR DAYS 5K - DONATION	JUL16		07/27/2016	600.00	
10-40-525	GENERAL	FUND - MAYOR & COUNCIL - POST	AGE & FREIGHT					
	3550	US POSTAL SERVICE	NEWSLETTER/POSTAGE	AUG16/NL		08/02/2016	462.38	
10-40-585	GENERAL I	FUND - MAYOR & COUNCIL - TRAIN	NING & TRAVEL					
	2380	NATIONAL BANK OF ARIZONA	1310/LEAGUE CONFERENCE	AUG16/1310	27541	08/02/2016	315.00	
10-40-610	GENERAL I	FUND - MAYOR & COUNCIL - ECON	IOMIC DEVELOPMENT					
		BASHAS', INC.	LUNCHEON - TOWN MANAGER AS	341207		07/27/2016	41.91	
		CITY OF SHOW LOW	LEAGUE CONFERENCE	AUG2016		08/03/2016	155.89	
	3840	WILTBANK, MARION	REIMBURSE - VOLUNTEER SYMP	AUG16		08/23/2016	8.12 205.92 *	
10-40-695		FUND - MAYOR & COUNCIL - EMPL					200.92	
	2380	NATIONAL BANK OF ARIZONA	2714/WALMART - AZ LEAGUE	AUG16/2714		08/02/2016	11.85	
otal MAYOR &	COUNCIL					_	995.15	
10-41-398	GENERAL F	FUND - GENERAL GOVERNMENT -	COPY MACHINE LEASE					
	2020	KONICA MINOLTA BUSINESS SO	C652DS PRINTER/COLOR PRINTS	241086035		08/18/2016	240.43	
	2020	KONICA MINOLTA BUSINESS SO	C652DS PRINTER COPIER	241095523		08/19/2016	84.22	
10-41-399	GENERAL F	FUND - GENERAL GOVERNMENT -	OTHER				324.65 *	
		BASHAS', INC.	SODAS FOR SODA MACHINE	289179		07/07/2016	64.79	
	740	BASHAS', INC.	SODAS FOR SODA MACHINE	289182		07/07/2016	58.31	
10-41-571	GENERAL F	UND - GENERAL GOVERNMENT - A	ATTORNEY				123.10 *	
			LEGAL SERVICES-TOWN BUSINES	EAGAR-782		08/17/2016	1,504.00	
			LEGAL SERVICES-PROSECUTION			08/17/2016	1,088.00	
10-41-572	SENERAL F	UND - GENERAL GOVERNMENT - (COMPUTER SUPPORT				2,592.00 *	
			COMPUTER SUPPORT	74496		08/01/2016	567.15	
	1100	CONQUEST TECHNOLOGY GRO	MONTHLY SERVICE AGREEMENT	2091		08/22/2016	652.77	
							1,219.92	
10-41-574		UND - GENERAL GOVERNMENT - A ARIZONA DEPT OF REVENUE	AZ DOR FEE ADMIN/COLLECTIONS ASSESS FE	2017-121		07/24/0040		
				2017-127		07/31/2016	9,923.79	
10-41-578 G		UND - GENERAL GOVERNMENT - S		4410.00				
	∠∜300	RV SENIOR CITIZENS CENTER	CONTRIBUTION SENIOR CENTER	AUG16		08/01/2016	2,083.33	

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			Paid Invoices 08/01/2016 - 08/31/201			Sep	27, 2016 1 ———
GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amoun
10-41-595	GENERAL I	FUND - GENERAL GOVERNMENT :	- EAGAR DAYS				
		E & E SERVICES, INC.	43x47 56G 1.7 MIL BLACK	A185877		00/00/0040	
		JACQUELINE S FISHER	EAGAR DAYS CITIZEN OF THE Y			08/02/2016	75
		MCBRIDE, WESLEY	EAGAR DAZE - DJ	1435	07400	08/04/2016	45
		NATIONAL BANK OF ARIZONA			27490		450
		SWEAT SHOP	EAGAR DAYS PLAQUES	872536	27517		43
		WILSON, EVA	REIMBURSE			07/06/2016	8
		WOODLAND BUILDING CENTER		AUG16		08/08/2016	6
		WOODLAND BUILDING CENTER		A300255449		08/04/2016	4
		WOODLAND BUILDING CENTER		A300255518		08/05/2016	6
		TO THE POIL BITTO OF THE PER	LAGAR DATS	A300255559		08/06/2016	5
10-41-596	GENERAL E	UND - GENERAL GOVERNMENT -	EACAR DAVE LOCOING				1,30
10 41 000		NATIONAL BANK OF ARIZONA					
			2813/AIR HORNS / STOP WATCH			08/02/2016	53
	3660	WOODLAND BUILDING CENTER	EAGAR DAYS LOGGING	A400216202		08/04/2016	13
10.41.620	CENEDAL E	IND CENEDAL COMEDINATION					66
10-41-020			MPC EXP UNRELATED TO BONDS				
	2440	NAVOPACHE ELEC COOP, INC	150 N MAIN SIGN	G16/2649605		08/09/2016	180
otal GENERA	L GOVERNM	ENT				_	17,822
						-	- 17,022
10-42-310	GENERAL FI	UND - MAGISTRATE - OFFICE SUF	PPLIES				
			DBA ICR DEPOSIT TICKET BOOKS	2037507500		00/05/0046	
				2007007003		08/05/2016	59
10-42-520		JND - MAGISTRATE - PRINTING &	ADVERTISING				
	185	ALLEGRA	DEFAULT POSTCARDS	324230		08/03/2016	54
10-42-525	GENERAL FL	JND - MAGISTRATE - POSTAGE, F	REIGHT & FEES				
			2813/USPS	AUG16/2813		08/02/2016	94
40 40 570	OCHEDAL E						0-1.
10-42-570		JND - MAGISTRATE - PROFESSIOI	NAL & TECHNICAL SRV				
			MAGISTRATE COSTS	AUG16		08/01/2016	500
	720	BAKER'S OFFICE CITY	MAINTANCE - COPIER	569914-0		07/01/2016	16
							516.
otal MAGISTR	ATE					_	
,	AIL					_	723.
10-43-310	GENERAL FU	ND - TOWN MANAGER - OFFICE S	SUPPLIES				
			MISC SUPPLIES	342671		07/07/0046	40
				0-12071		07/27/2016	10.
10-43-585	GENERAL FU	ND - TOWN MANAGER - TRAINING	3 & TRAVEL				
		TATION OF THE PARTY OF THE PART	2714/EB 2016 ARIZONA RURAL	AUG16/2714		00/00/0040	40=
			4017/MAVERIK	AUG16/4017		08/02/2016	125.0
		- · · · · · · · · · · · · · · · · · · ·		A0010/4017		08/02/2016	50.
						_	175.
tal TOWN MA	NAGER					_	185.
10-44-520	GENERAL FUI	ND - TOWN CLERK - PRINTING & /	ADVERTISING				
		VHITE MOUNTAIN PUBLISHING- (EQ41.#0515			
		VHITE MOUNTAIN PUBLISHING- (EGAL#9916		07/25/2016	84.6
	J100 V	THE MOORITAIN PUBLISHING- (PRIMARICE 2016-05	_EGAL#9917	27501	07/25/2016	369.4
10-44-571	GENERAL FUN	ND - TOWN CLERK - CODE REVISI	ONS				454.0
•		IUNICIPAL CODE CORPORATIO 1		00273388		07/20/2040	000
_		IUNICIPAL CODE CORPORATIO A				07/28/2016	622.0
		AL CODE CONFORMIO	MAINOUT AND LOS HING	00274138		08/15/2016	600.0

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		Fu	lly Paid Invoices 08/01/2016 - 08/31/2	016		Sep	27, 2016 11:00
GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
10-44-572	GENERAL	FUND - TOWN CLERK - ELECTIC	AN CHIRDHIEC & CEDVICEO				1,222.00
10-77-012			IG- ELECTIONS/FINACIAL STATEM	EN LEGAL#9990	27554	08/12/2016	69.53
10-44-580		FUND - TOWN CLERK - DUES &					
	2300	NATIONAL BANK OF ARIZONA	2110/INTERNATIONAL I NSTITU	TE AUG16/2110		08/02/2016	95.00
10-44-585		FUND - TOWN CLERK - TRAINING NATIONAL BANK OF ARIZONA		AUG16/2110	27447	08/02/2016	304.02
Total TOWN C	LERK					•	2,144.61
10-45-310		FUND - COMMUNITY DEVELOPM					
	910	BUSINESS SOLUTIONS GROUI	PI P&Z FORMS	13672	27564	08/18/2016	115.51
10-45-520			ENT - PRINTING & ADVERTISING				
	910	BOSINESS SOLUTIONS GROUP	P I BUSINESS CARDS - JEREMIAH	13679	27555	08/26/2016	110.97
10-45-570			ENT - PROFESSIONAL & TECHNICA				
	290	APACHE COUNTY - PUBLIC RE	C PUBLIC RECORDS REQUEST	AUG16		08/02/2016	25.50
10-45-580		FUND - COMMUNITY DEVELOPMI NATIONAL BANK OF ARIZONA	ENT - DUES & SUBSCRIPTIONS 2714/ASFPM CERT.	ALIO48/074.4	67540	00/00/00/0	
		The state of the s	Erianori Micelli.	AUG16/2714	27519	08/02/2016 -	140.00
10-46-310		FUND - FINANCE - OFFICE SUPPL					
		QUILL CORPORATION QUILL CORPORATION	OFFICE SUPPLIES	8411496	27584	08/18/2016	15.93
		QUILL CORPORATION	OFFICE SUPPLIES OFFICE SUPPLIES	8453312	27584	08/19/2016	2.71
		QUILL CORPORATION	OFFICE SUPPLIES	8459872 8460157	27584 27584	08/22/2016 08/22/2016	2.51 10.01
				0.100101	27004	00/22/2010	31.16
10-46-525		UND - FINANCE - POSTAGE, FRE					
		NATIONAL BANK OF ARIZONA NATIONAL BANK OF ARIZONA		AUG16/0511		08/02/2016	1.45
		NATIONAL BANK OF ARIZONA	2615/USPS 2615/USPS	AUG16/2615		08/02/2016	.91
		NATIONAL BANK OF ARIZONA	2615/USPS	AUG16/2615 AUG16/2615		08/02/2016	76.16
		NATIONAL BANK OF ARIZONA	2813/USPS	AUG16/2813		08/02/2016 08/02/2016	.94 32.90
40.40.000						00,02,2010	112.36
10-46-526 (UND - FINANCE - BANKING FEES					
	2360	NATIONAL BANK OF ARIZONA	2813/PAYPALL	AUG16/2813		08/02/2016	4.20
10-46-571	GENERAL F	UND - FINANCE - AUDIT					
	1780	HintonBurdlck CPAs & Advisors	ANNUAL AUDIT	152298		07/31/2016	416.62
10-46-580	SENERAL F	UND - FINANCE - DUES & SUBSC	RIPTIONS				
	645	AZ SECRETARY OF STATE	NOTARY FILING FEE	JG16/SLADE		08/16/2016	43.00
Total FINANCE						_	607.34
10-50-300 G	ENERAL FI	JND - POLICE - CLOTHING ALLOY	NANCE				
		GALL'S/QUARTERMASTER	WOMENS TWILL PANT	005572693		06/17/2016	54.25
							J4.20

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GL Acct No	Vendor —	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount		
	1570	GALL'S/QUARTERMASTER	PT UNIFORMS - MALY	005680921	27497	07/08/2016	58.2		
	1570	GALL'S/QUARTERMASTER	PT UNIFORMS - MALY	005680958	27497	07/08/2016	62.6		
	1570	GALL'S/QUARTERMASTER	RETURN	005712366	2,40,	07/14/2016	51.0		
	1570	GALL'S/QUARTERMASTER	NAME TAGS	005779755	27496				
		GALL'S/QUARTERMASTER	NAME TAGS	005784803		07/27/2016	10.7		
		NATIONAL BANK OF ARIZONA	4918/SPORTSMANS WAREHOUSE		27496	07/27/2016	10.7		
		PREMIERE DRY CLEANING	ALTERATIONS-SUMMER WITTING			08/02/2016	82.1		
		PREMIERE DRY CLEANING				07/20/2016	17.5		
			PATCHES	4259		07/29/2016	42,5		
	3030	UNIVERSAL POLICE SUPPLY CO	UNIFORMS - HERRERAS	195819	27500	07/20/2016	401.7		
10-50-310	GENERAL F	UND - POLICE - OFFICE COMMOI	DITIES				689.6		
	2830	QUILL CORPORATION	OFFICE SUPPLIES	7926584	27560	08/03/2016	80.4		
	2830	QUILL CORPORATION	OFFICE SUPPLIES	7955195	27560	08/03/2016	82.6		
	2830	QUILL CORPORATION	OFFICE SUPPLIES	7957726	27560				
		QUILL CORPORATION	OFFICE SUPPLIES			08/02/2016	26.1		
		dalle dotta didition	OFFICE SOFFEES	8007615	27560	08/02/2016	31.5		
10-50-315	GENERAL F	UND - POLICE - PSPRS ADD'L EX	PENSES				220.7		
	2780	PSPRS	CANCER INSURANCE	AUG16		07/29/2016	200.0		
10.50.335	GENERAL E	UND - POLICE - OPERATING COS	TO.						
10-30-323									
		BASHAS', INC.	CAKE	290213		07/07/2016	19.5		
		NATIONAL BANK OF ARIZONA	4918/DOLLAR GENERAL TISSUE	AUG16/4918		08/02/2016	16.3		
	2830	QUILL CORPORATION	HP BLACK INK	8411863		08/18/2016	73.9		
10-50-327	GENERAL FI	JND - POLICE - HOSPITAL FEES					109.8		
		WHITE MTN REG MED CNTR	DUI BLOOD DRAW - WELLS	JG16/WELLS		08/12/2016	21.7		
				70 TOTT LLEO		00/12/2010	21.7		
10-50-350		JND - POLICE - AMMUNITION & G							
	3000	WESTERN DRUG, INC.	GUN CARE KIT	189662		07/07/2016	54.5		
10-50-398	GENERAL FUND - POLICE - COPY MACHINE LEASE								
	2020	KONICA MINOLTA BUSINESS SO	C552 PRINTER/COPIER COLOR	240984503		08/05/2016	27.0		
		KONICA MINOLTA BUSINESS SO		240990461		08/06/2016			
				2-10000-101		00/00/2010	152.0		
10-50-525	GENERAL FL	JND - POLICE - POSTAGE & FREI	GHT				179.0		
		NATIONAL BANK OF ARIZONA		AUG16/4918		09/09/9046	47.0		
			10,00,0	AGG 10/49 16		08/02/2016	47.0		
10-50-575	GENERAL FU	IND - POLICE - DISPATCH SERVIO	CES						
	310	APACHE COUNTY FINANCE	DISPATCH SERVICES	AUG16		08/01/2016	1,425.0		
10-50-580	GENERAL FU	IND - POLICE - DUES & SUBSCRIF	PTIONS						
		APACHE COUNTY YOUTH COUN		166		00/00/0040	050.0		
			NOTARY FILING FEE - ADDRESS ()			08/08/2016	250.00		
						08/16/2016	25.00		
	0.0 ,	E SESTEMATION OF STATE	NOTANT FEING FEE	16/WITTING		08/15/2016	43.00		
10-50-585	GENERAL FU	ND - POLICE - TRAINING & TRAV	FI				318.00		
		SWEETSER, MIKE	PER DIEM	ALIO40		00/04/00/10			
		WITTING, SUMMER		AUG16		08/01/2016	40.00		
	3030 1	TO CITO, SOMINER	PER-DIEM	AUG16		08/16/2016	40.00		
10-50-595	GENERAL EU	ND - POLICE - PUBLIC RELATION	S ITEMS				80.00		
10 00-000				11046464					
			4918/EICHELMAN DESIGNS WIND			08/02/2016	99.80		
	∠380 N	NATIONAL BANK OF ARIZONA	4918/CREATIVE SERVICE	AUG16/4918	27535	08/02/2016	184.95		
							284.75		
otal POLICE									
Olai F OLICE							3,630.34		

			ment Approval Report by GL No - Paid Paid Invoices 08/01/2016 - 08/31/201			Sep	Page: 27, 2016 11:0
	331	0 THE LEGEND GROUP/ADSERV	PENSION CONTRIBUTIONS	AUG16		08/09/2016	1,981.56
10-51-310	GENERAL	. FUND - FIRE - OFFICE SUPPLIES					
		0 NATIONAL BANK OF ARIZONA	2318/AMAZON TONER	AUG16/2318		08/02/2016	40.00
	238	0 NATIONAL BANK OF ARIZONA	2318/AMAZON RAPESCO SUPACI			08/02/2016	49.98
	238		2318/AMAZON FLASHDRIVE	AUG16/2318		08/02/2016	15.40
	366	0 WESTERN DRUG, INC.	RING BINDER	635726		07/13/2016	28.45
			•	000720		07/13/2010	19.57 113.40
10-51-326		FUND - FIRE - OSHA PHYSICALS					110110
		MOUNTAIN SPRINGS COUNSEL		16/TADLOCK		08/12/2016	60.00
		MOUNTAIN SPRINGS COUNSEL		16/TADLOCK		08/12/2016	60.00
	2308			16/TADLOCK		07/22/2016	60.00
	2308	MOUNTAIN SPRINGS COUNSEL	COUNSELING	16/TADLOCK		07/29/2016	60.00
10-51-335	GENERAL	FUND - FIRE - MACHINERY & EQUI	IDMENT CURRUSS				240.00
10-01-000		COWBOY UP HAY & RANCH SUI		4.40000			
		COWBOY UP HAY & RANCH SUI		146736		08/23/2016	21.80
	1570			146741		08/23/2016	15.25
	2380		HELMETS	005899855	27578	08/17/2016	415.08
	3860		2318/DRIP TORCH & BRACKET	AUG16/2318	27460	08/02/2016	219.75
	3000	WOODLAND BUILDING CENTER	METAL BLADE	A400216798		08/23/2016	20.27
10-51-399	GENERAL	FUND - FIRE - OTHER					692.15
		BASHAS', INC.	HAND SANITIZER	289176		07/07/0040	40.00
	1760	•	PROPANE BOTTLE FILLED	12794		07/07/2016	13.03
	2380		2219/DOLLAR GENERAL DRINKS	AUG16/2219		08/04/2016	8.25
			AL 10. BOLLA IV GENTLAND BINNANG	AUG 10/2219		08/02/2016	11.07
10-51-550	GENERAL I	FUND - FIRE - RADIO MAINTENANO	E & REPAIR				32.35
			SPEAKER MIC FOR PORTABLE RA	201608151		08/15/2016	57.99
40 54 570	05115511						
10-51-570		FUND - FIRE - PREVENTION & CLE MYRON CORPORATION		0707000			
	2340	WITTON CONFORMION	POCKET CALENDARS/FIRE PREV	97678627	27529	07/22/2016	186.26
10-51-575	GENERAL F	FUND - FIRE - DISPATCHING					
	310	APACHE COUNTY FINANCE	DISPATCH SERVICES	AUG16		08/01/2016	1,425.00
40 E4 E00	CENEDAL E	THE TOT BUTS A SUBSECULOR					
10-51-580		FUND - FIRE - DUES & SUBSCRIPTI	ONS INCIDENTAL PAY TO DEPT - DUES				
	1200	LAGAIT FINEFIGHTER ASSOCIAT	INCIDENTAL PAY TO DEPT - DUES	UL16/160808		08/08/2016	120.00
10-51-581	GENERAL F	UND - FIRE - TRAINING CENTER					
	2510	NORTHEAST AZ TRAINING CENT	FIRE DEPT USER FEE	126		08/05/2016	750.00
40 54 505							
10-51-585		UND - FIRE - TRAINING & TRAVEL					
		BEARD, RONNIE	_	RE SCHOOL		08/15/2016	120.00
	780	BEDDOW, TOM		RE SCHOOL		08/15/2016	120.00
				RE SCHOOL		08/15/2016	120.00
	1666	GRIMSHAW, SHEYENNE		RE SCHOOL		08/15/2016	120.00
			2219/AZ STATE FIRE SCHOOL GR		27531	08/02/2016	160.42
			2219/AZ STATE FIRE SCHOOL BEI		27531	08/02/2016	130.14
			2219/AZ STATE FIRE SCHOOL TAI		27531	08/02/2016	130.14
		NATIONAL BANK OF ARIZONA		AUG16/2219		08/02/2016	36.91
			2219/AZ STATE FIRE SCHOOL BE		27531	08/02/2016	130.14
			2219/AZ STATE FIRE SCHOOL GO		27531	08/02/2016	130.14
			2219/AZ STATE FIRE SCHOOL WA		27531	08/02/2016	130.14
			PER-DIEM/STATE FIRE SCHOOL II			08/15/2016	120.00
	3040	WALKER, DEAN	PER-DIEM/ STATE FIRE SCHOOL II	RE SCHOOL		08/15/2016	120.00
							1,568.03
						12	

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GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
10-52-58	5 GENERAL	. FUND - FIRE CONTINUED/WILDL	AND - TRAINING & TRAVEL				
	238	0 NATIONAL BANK OF ARIZONA	2318/THE POLKA DOT	AUG16/2318		08/02/2016	40.31
	238	0 NATIONAL BANK OF ARIZONA	2318/SAFEWAY	AUG16/2318		08/02/2016	11.72
	238	0 NATIONAL BANK OF ARIZONA	2318/SUBWAY	AUG16/2318		08/02/2016	20.40
	238	0 NATIONAL BANK OF ARIZONA	2318/SAFEWAY	AUG16/2318		08/02/2016	34.87
	238	0 NATIONAL BANK OF ARIZONA	2318/GOLD PAN LODGE	AUG16/2318		08/02/2016	176.58
	238	0 NATIONAL BANK OF ARIZONA	2318/THE POLKA DOT	AUG16/2318		08/02/2016	31.83
	2380	0 NATIONAL BANK OF ARIZONA	2318/SAFEWAY	AUG16/2318		08/02/2016	37.05
	2386	NATIONAL BANK OF ARIZONA	2318/GOLD PAN LODGE	AUG16/2318		08/02/2016	176.58
	2380	NATIONAL BANK OF ARIZONA	2318/MILL CREEK FISH N CHIPS	AUG16/2318		08/02/2016	
		NATIONAL BANK OF ARIZONA	2318/DUPONT POWER TOOL - CH				32.14
	2380		2318/PARADISE MEXICAN GRILL.	AUG16/2318		08/02/2016	195.49
	2380		2318/SAFEWAY			08/02/2016	48.94
		NATIONAL BANK OF ARIZONA	2318/THE POLKA DOT	AUG16/2318		08/02/2016	52.76
		NATIONAL BANK OF ARIZONA	2318/GOLD PAN LODGE	AUG16/2318		08/02/2016	46.67
		NATIONAL BANK OF ARIZONA	· · · · · · · · · · · · · · · · · · ·	AUG16/2318		08/02/2016	176.58
			2318/COMFORT INN	AUG16/2318		08/02/2016	83.89
		NATIONAL BANK OF ARIZONA	2318/SAFEWAY	AUG16/2318		08/02/2016	30.19
	2380		2318/GOLD PAN LODGE	AUG16/2318		08/02/2016	176.58
	2380		2318/THE POLKA DOT	AUG16/2318		08/02/2016	8.39
	2380		2318/THE POLKA DOT	AUG16/2318		08/02/2016	34.88
	2380		2318/SAFEWAY	AUG16/2318		08/02/2016	38.79
	2380	NATIONAL BANK OF ARIZONA	2318/THE POLKA DOT	AUG16/2318		08/02/2016	33.45
	2380	NATIONAL BANK OF ARIZONA	2318/BURGER KING	AUG16/2318		08/02/2016	28.66
	2380	NATIONAL BANK OF ARIZONA	2318/GOLD PAN LODGE	AUG16/2318		08/02/2016	245,25
	2380	NATIONAL BANK OF ARIZONA	2318/CHILIS GRILL & BAR	AUG16/2318		08/02/2016	
	2380	NATIONAL BANK OF ARIZONA	2318/DENNYS	AUG16/2318			44.35
	2380		2318/COMFORT INN	AUG16/2318		08/02/2016	40.27
	2380		2318/COMFORT INN			08/02/2016	83.89
	2380		2318/GOLD PAN LODGE	AUG16/2318		08/02/2016	83.89
	2380			AUG16/2318		08/02/2016	176.58
	2490		2318/SAFEWAY	AUG16/2318		08/02/2016	37.31
			REIMBURSE WILDFIRE TRAVEL E	JUL16		08/09/2016	95.15
	3070	WRIGHT EXPRESS FLEET SERV	FUEL ACCT#0403-00-652563-8	46298026		07/31/2016	763.46
						_	3,086.90 *
ital FIRE COI	NTINUED/WII	LDLAND					
						_	3,086.90
10-53-300	GENERAL F	FUND - POLICE CONT/ANIMAL CON	ITRO - CLOTHING ALLOWANCE			_	3,086.90
10-53-300		FUND - POLICE CONT/ANIMAL CON GALL'S/QUARTERMASTER	NTRO - CLOTHING ALLOWANCE BOOTS	005792718	27496	07/28/2016	3,086.90
	1570	GALL'S/QUARTERMASTER		005792718	27496	07/28/2016	
otal POLICE C	1570 CONT/ANIMAI	GALL'S/QUARTERMASTER L CONTRO	BOOTS	005792718	27496	07/28/2016 	121.60
otal POLICE C	1570 CONT/ANIMAI GENERAL FI	GALL'S/QUARTERMASTER L CONTRO UND - FACILITIES - PRISON LABO	BOOTS R CHARGES		27496	_	121.60 121.60
otal POLICE C	1570 CONT/ANIMAI GENERAL FI 580	GALL'S/QUARTERMASTER L CONTRO UND - FACILITIES - PRISON LABO AZ DEPT OF CORRECTIONS	BOOTS R CHARGES INTER/AGREE INMATE-MILEAGE	W05072016	27496	08/05/2016	121.60 121.60 42.75
otal POLICE C	1570 CONT/ANIMAI GENERAL FI 580 590	GALL'S/QUARTERMASTER L CONTRO UND - FACILITIES - PRISON LABO AZ DEPT OF CORRECTIONS AZ DEPT OF CORRECTIONS	BOOTS R CHARGES INTER/AGREE INMATE-MILEAGE INTERGOVEN/AGGREE INMATE L. (W05072016 03 20160804	27496	08/05/2016 08/05/2016	121.60 121.60
tal POLICE C	1570 CONT/ANIMAI GENERAL FI 580 590 590	GALL'S/QUARTERMASTER L CONTRO UND - FACILITIES - PRISON LABO AZ DEPT OF CORRECTIONS AZ DEPT OF CORRECTIONS AZ DEPT OF CORRECTIONS	R CHARGES INTER/AGREE INMATE-MILEAGE INTERGOVEN/AGGREE INMATE L. (INTERGOVEN/AGGREE INTERGOVEN/AGGREE	W05072016 03 20160804	27496	08/05/2016	121.60 121.60 42.75 99.00 133.50
tal POLICE 0	1570 CONT/ANIMAI GENERAL FI 580 590 590	GALL'S/QUARTERMASTER L CONTRO UND - FACILITIES - PRISON LABO AZ DEPT OF CORRECTIONS AZ DEPT OF CORRECTIONS	R CHARGES INTER/AGREE INMATE-MILEAGE INTERGOVEN/AGGREE INMATE L. (INTERGOVEN/AGGREE INTERGOVEN/AGGREE	W05072016 03 20160804	27496	08/05/2016 08/05/2016	121.60 121.60 42.75 99.00
otal POLICE C	1570 CONT/ANIMAI GENERAL FI 580 590 590 GENERAL FI	GALL'S/QUARTERMASTER L CONTRO UND - FACILITIES - PRISON LABO AZ DEPT OF CORRECTIONS AZ DEPT OF CORRECTIONS AZ DEPT OF CORRECTIONS	BOOTS R CHARGES INTER/AGREE INMATE-MILEAGE INTERGOVEN/AGGREE INMATE L. (INTERGOVEN/AGGREE INTERGOVEN/AGGREE INTERGOVEN/AGG	W05072016 03 20160804 03 20160818		08/05/2016 08/05/2016 08/22/2016	121.60 121.60 42.75 99.00 133.50 275.25
otal POLICE C	1570 CONT/ANIMAI GENERAL FI 580 590 590 GENERAL FI 2380	GALL'S/QUARTERMASTER L CONTRO UND - FACILITIES - PRISON LABO AZ DEPT OF CORRECTIONS AZ DEPT OF CORRECTIONS AZ DEPT OF CORRECTIONS UND - FACILITIES - CLOTHING ALL	R CHARGES INTER/AGREE INMATE-MILEAGE INTERGOVEN/AGGREE INMATE L. INTERGOVEN/AGGREE INMATE L. LOWANCE 0917/WEARFORM CLOTH ALLOW,	W05072016 03 20160804 03 20160818 AUG16/0917	27527	08/05/2016 08/05/2016 08/22/2016	121.60 121.60 42.75 99.00 133.50 275.25
tal POLICE C	1570 CONT/ANIMAI GENERAL FI 580 590 590 GENERAL FI 2380	GALL'S/QUARTERMASTER L CONTRO UND - FACILITIES - PRISON LABO AZ DEPT OF CORRECTIONS AZ DEPT OF CORRECTIONS AZ DEPT OF CORRECTIONS UND - FACILITIES - CLOTHING ALL NATIONAL BANK OF ARIZONA	BOOTS R CHARGES INTER/AGREE INMATE-MILEAGE INTERGOVEN/AGGREE INMATE L. (INTERGOVEN/AGGREE INTERGOVEN/AGGREE INTERGOVEN/AGG	W05072016 03 20160804 03 20160818		08/05/2016 08/05/2016 08/22/2016	121.60 121.60 42.75 99.00 133.50 275.25
10-58-290	1570 CONT/ANIMAI GENERAL FI 580 590 590 GENERAL FI 2380 3090	GALL'S/QUARTERMASTER L CONTRO UND - FACILITIES - PRISON LABO AZ DEPT OF CORRECTIONS AZ DEPT OF CORRECTIONS AZ DEPT OF CORRECTIONS UND - FACILITIES - CLOTHING ALL NATIONAL BANK OF ARIZONA SONJA C. OWENS	R CHARGES INTER/AGREE INMATE-MILEAGE INTERGOVEN/AGGREE INMATE L. (INTERGOVEN/AGGREE INTERGOVEN/AGGREE INTERGOVEN/AGG	W05072016 03 20160804 03 20160818 AUG16/0917	27527	08/05/2016 08/05/2016 08/22/2016	121.60 121.60 42.75 99.00 133.50 275.25
10-58-290 10-58-300	GENERAL FI 2380 3090 GENERAL FI	GALL'S/QUARTERMASTER L CONTRO UND - FACILITIES - PRISON LABO AZ DEPT OF CORRECTIONS AZ DEPT OF CORRECTIONS AZ DEPT OF CORRECTIONS UND - FACILITIES - CLOTHING ALL NATIONAL BANK OF ARIZONA SONJA C. OWENS JND - FACILITIES - CLEANING & S.	R CHARGES INTER/AGREE INMATE-MILEAGE INTERGOVEN/AGGREE INMATE L. INTERGOVEN/AGGREE INMATE L. LOWANCE 0917/WEARFORM CLOTH ALLOW, A PW/EMBROIDERY ANITARY SUPPLIES	W05072016 03 20160804 03 20160818 AUG16/0917 127	27527	08/05/2016 08/05/2016 08/22/2016 08/02/2016 08/03/2016	121.60 121.60 42.75 99.00 133.50 275.25
10-58-290	1570 CONT/ANIMAI GENERAL FI 2380 3090 GENERAL FI 1280	GALL'S/QUARTERMASTER L CONTRO UND - FACILITIES - PRISON LABO AZ DEPT OF CORRECTIONS AZ DEPT OF CORRECTIONS UND - FACILITIES - CLOTHING ALL NATIONAL BANK OF ARIZONA SONJA C. OWENS JND - FACILITIES - CLEANING & S. E & E SERVICES, INC.	R CHARGES INTER/AGREE INMATE-MILEAGE INTERGOVEN/AGGREE INMATE L. INTERGOVEN/AGGREE INMATE L. LOWANCE 0917/WEARFORM CLOTH ALLOW, A PW/EMBROIDERY ANITARY SUPPLIES JUMBO 9" 2PLY 12PK	W05072016 03 20160804 03 20160818 AUG16/0917 127 A185766	27527	08/05/2016 08/05/2016 08/22/2016	121.60 121.60 42.75 99.00 133.50 275.25
10-58-290 10-58-300	1570 CONT/ANIMAI GENERAL FI	GALL'S/QUARTERMASTER L CONTRO UND - FACILITIES - PRISON LABO AZ DEPT OF CORRECTIONS AZ DEPT OF CORRECTIONS UND - FACILITIES - CLOTHING ALL NATIONAL BANK OF ARIZONA SONJA C. OWENS JND - FACILITIES - CLEANING & S. E & E SERVICES, INC. E & E SERVICES, INC.	R CHARGES INTER/AGREE INMATE-MILEAGE INTERGOVEN/AGGREE INMATE L. (INTERGOVEN/AGGREE INTERGOVEN/AGGREE INTERGOVEN/AG	W05072016 03 20160804 03 20160818 AUG16/0917 127	27527	08/05/2016 08/05/2016 08/22/2016 08/02/2016 08/03/2016	121.60 121.60 42.75 99.00 133.50 275.25 142.18 12.50 154.68
10-58-290	1570 CONT/ANIMAI GENERAL FI 2380 3090 GENERAL FL 1280 1280 1280	GALL'S/QUARTERMASTER L CONTRO UND - FACILITIES - PRISON LABO AZ DEPT OF CORRECTIONS AZ DEPT OF CORRECTIONS UND - FACILITIES - CLOTHING ALL NATIONAL BANK OF ARIZONA SONJA C. OWENS JND - FACILITIES - CLEANING & S. E & E SERVICES, INC.	R CHARGES INTER/AGREE INMATE-MILEAGE INTERGOVEN/AGGREE INMATE L. INTERGOVEN/AGGREE INMATE L. LOWANCE 0917/WEARFORM CLOTH ALLOW, A PW/EMBROIDERY ANITARY SUPPLIES JUMBO 9" 2PLY 12PK	W05072016 03 20160804 03 20160818 AUG16/0917 127 A185766	27527	08/05/2016 08/05/2016 08/05/2016 08/02/2016 08/03/2016	121.60 121.60 42.75 99.00 133.50 275.25 142.18 12.50 154.68

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			Faid invoices 06/01/2016 - 08/31/2016	<u> </u>		Sep	27, 20 16 1 1:00
GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
	1280	E & E SERVICES, INC.	CLEANING SUPPLIES	A185863	27552	08/02/2016	124,71
	2380	NATIONAL BANK OF ARIZONA	0917/DOLLAR GENERAL	AUG16/0917	LIGOZ	08/02/2016	20.35
		NATIONAL BANK OF ARIZONA	2813/DOLLAR GENERAL CLEANIN			08/02/2016	7.65
	2380	NATIONAL BANK OF ARIZONA	2813/DOLLAR GENERAL CLEANIN			08/02/2016	1.09
	2380	NATIONAL BANK OF ARIZONA	2813/DOLLAR GENERAL CLEANIN	AUG16/2813		08/02/2016	16.58
	2380	NATIONAL BANK OF ARIZONA	2813/DOLLAR GENERAL CLEANIN			08/02/2016	28.58
							420.77
10-58-350	GENERAL I	FUND - FACILITIES - SMALL TOOLS	S AND EQUIPMENT				,
			F NYLON LINE/AUTO CUT 25-2 BULF			08/10/2016	64.35
	1140	COWBOY UP HAY & RANCH SU	F AUTO CUT 25-2 - STIHL HEAD BAS	146306		08/16/2016	46.88
		COWBOY UP HAY & RANCH SUI		146667		08/22/2016	7.39
			F STIHL HEAD BASE/STIHL SPOOL I	146743		08/23/2016	21.80
	1140	COWBOY UP HAY & RANCH SUI	WEEDEATER PARTS	147185		08/30/2016	77.41
		NATIONAL BANK OF ARIZONA	0511/AMAZON 40"REACHER	AUG16/0511		08/02/2016	37.10
		NATIONAL BANK OF ARIZONA	0511/AMAZON WALLYBALL	AUG16/0511		08/02/2016	30.52
		NATIONAL BANK OF ARIZONA	0511/AMAZON NATURES MIRACLE	AUG16/0511		08/02/2016	17.45
	3590	VALLEY AUTO PARTS	TIRE	57479		07/21/2016	55.10
							358.00
10-58-360		UND - FACILITIES - BUILDING REF					
		STANDARD ELECTRIC WHOLES		42913	27553	08/02/2016	421.46
		WOODLAND BUILDING CENTER		A300256251		08/23/2016	45.56
		WOODLAND BUILDING CENTER		A400216146		08/02/2016	7.41
	3860	WOODLAND BUILDING CENTER		A400216207		08/04/2016	38.17
	3860			A400216795		08/23/2016	25.73
		WOODLAND BUILDING CENTER		A500185276		08/23/2016	7.07
				A600289699		08/16/2016	22.85
	3860	WOODLAND BUILDING CENTER		A600289902	27565	08/22/2016	305.82
		WOODLAND BUILDING CENTER		A600289909	27565	08/22/2016	62.16
	3860	WOODLAND BUILDING CENTER	RESCREENS	R100208848		08/08/2016	29.78
10 50 200	CENEDAL E	IND FACULTIES DADIES CONTINUE					966.01
10-00-000		UND - FACILITIES - PARK & GROU					
			STIHL HEAD BASE/STIHL SPOOL	146846		08/25/2016	31.61
		DAVIS TRUE VALUE HOWRE, INC		41690		07/06/2016	59.43
		DAVIS TRUE VALUE HOWRE, INC		41700		07/07/2016	45.79
		DAVIS TRUE VALUE HOWRE, INC		41701		07/07/2016	8.18
		DAVIS TRUE VALUE HOWRE, INC		41738		07/11/2016	70.50
		DAVIS TRUE VALUE HOWRE, INC		41871		07/26/2016	3.92
		E & E SERVICES, INC.	43x47 56G 1.7 MIL BLACK	A186098		08/16/2016	37.87
		E & E SERVICES, INC. NATIONAL BANK OF ARIZONA	43x47 56G 1.7 MIL BLACK	A186098		08/16/2016	37.87
			2318/AMAZON WALLYBALL	AUG16/2318		08/02/2016	45.78
		WOODLAND BUILDING CENTER		A300255330		08/01/2016	39.25
		WOODLAND BUILDING CENTER	*****	A300255438		08/03/2016	13.62
				A300255783		08/11/2016	11.99
		WOODLAND BUILDING CENTER WOODLAND BUILDING CENTER		A300255964		08/16/2016	50.18
		WOODLAND BUILDING CENTER		A300256091		08/18/2016	10.90
		WOODLAND BUILDING CENTER	AARUER	A300256091		08/18/2016	7.79
			ATT 111 (1)	A300256257		08/23/2016	26.15
		WOODLAND BUILDING CENTER WOODLAND BUILDING CENTER		A300256368		08/25/2016	27.80
				A600288761		07/26/2016	10.90
		WOODLAND BUILDING CENTER WOODLAND BUILDING CENTER		A600288761		07/26/2016	52.08
			10711011751175117	A600288843		07/28/2016	51.79
		WOODLAND BUILDING CENTER		A600289649		08/15/2016	3.59
	3000	WOODLAND BUILDING CENTER	IVIA I ERIALS	A600289941		08/22/2016	33.63
10-58-505 0	ENERAL ELL	ND - FACILITIES - ELECTRICITY					680.62
.0 00-000			TRUCK SHOP #2	24610440707		no too 12 2	
			Transport in the	316/2440705		08/09/2016	606.31
				S16/2440905		08/09/2016	202.25
	<u> </u>	THE POPUL LEED GOOP, INC.	1ST AVE NE 1/4	31 <u>6/24</u> 92805		08/09/2016	216.58

		Full	y Paid Invoices 08/01/2016 - 08/31/201	6 	Sep 2	27, 2016 11:00ar
L Acct No	Vendor	Vendor Name	Description	Invoice No	PO No Inv Date	Amount
		NAVOPACHE ELEC COOP, INC		G16/2492905	08/09/2016	322.82
	2440	NAVOPACHE ELEC COOP, INC	STREET LIGHTS	G16/2524205	08/09/2016	22.68
		NAVOPACHE ELEC COOP, INC		G16/2525205	08/09/2016	22.68
		NAVOPACHE ELEC COOP, INC		G16/2551305	08/09/2016	421.05
		NAVOPACHE ELEC COOP, INC		G16/2633905	08/09/2016	78.05
		NAVOPACHE ELEC COOP, INC		G16/2641405	08/09/2016	37.12
	2440		578 N MAIN ST	G16/2654606	08/09/2016	119.64
	2440	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	578 N MAIN ST	G16/2654606	08/09/2016	119.65
	2440		STREET LIGHTS	G16/2675205	08/09/2016	1,078.02
		NAVOPACHE ELEC COOP, INC	RVPD, EAGAR PUBLIC WORKS	G16/2681605	08/09/2016	84.16
		NAVOPACHE ELEC COOP, INC	174 S MAIN	G16/4124705	08/09/2016	801.46
		NAVOPACHE ELEC COOP, INC	6TH AVE AND MAIN	G16/6487100	08/09/2016	6.15
	2440		181 N EAGAR ST	G16/6496200	08/09/2016	70.31
		NAVOPACHE ELEC COOP, INC	247 E 2ND AVE	G16/6726400	08/09/2016	207.99
	2440	NAVOPACHE ELEC COOP, INC	246 E 2ND AVE/RACKETTBALL CC	G16/7111000	08/09/2016	116.17
	2440	NAVOPACHE ELEC COOP, INC	194 N MAIN/GAZEBO CENTNL PRI	G16/7569700	08/09/2016	45.92
						4,579.01
10-58-510	GENERAL I	FUND - FACILITIES - TELEPHONE				.,5.0.0
	1520	FRONTIER	333-1068/TOWN HALL	208-099-0069	08/15/2016	683.41
	1520	FRONTIER	333-2502/YARD	208-099-0069	08/15/2016	276.84
		FRONTIER	333-4363/FIRE DPT	208-099-0069	08/15/2016	213,29
	1520	FRONTIER	PW ETHERNET	AUG16/4000	08/07/2016	194.00
	1520	FRONTIER	TOWN HALL ETHERNET	AUG16/4000	08/07/2016	194.00
	1520	FRONTIER	333-4000/DISPATCH - ETHERNET	AUG16/4000	08/07/2016	470.76
	1530	FRONTIER - LONG DISTANCE	LONG DISTANCE/POLICE DEPT	4670216	08/10/2016	33.90
						2,066.20 *
10-58-545		FUND - FACILITIES - MACHINE & E				_,,,,,_,
	830		PORTABLE RESTROOM/SKATEPF	9198769	07/22/2016	40.33
	830		PORTABLE RESTROOM/SKATEPF	9198769	07/22/2016	40.33
	830		PORTABLE RESTROOM/SKATEPF	9199495	08/25/2016	40.29
	830	BLUE HILLS ENVIRONMENTAL A	PORTABLE RESTROOM/SKATEPF	9199495	08/25/2016	40.28
						161.23
10-58-570		UND - FACILITIES - PROFESSION	AL & TECHNICAL SERVI			
		BUSINESS RADIO LICENSING	CALL SIGN - WPXN202	16/WPXN202	08/01/2016	12.00
	1667	GRUNDT, MIKE	REIMBURSE - CDL ENDORSEMEN	AUG16	08/18/2016	10.00
						22.00 *
10-58-573		UND - FACILITIES - TRASH/DEBRI				
		BLUE HILLS ENVIRONMENTAL A		9198969	08/01/2016	56.38
		BLUE HILLS ENVIRONMENTAL A		9198969	08/01/2016	41.89
		BLUE HILLS ENVIRONMENTAL A		9198969	08/01/2016	41.89
		BLUE HILLS ENVIRONMENTAL A		9198969	08/01/2016	75.72
		BLUE HILLS ENVIRONMENTAL A		9198969	08/01/2016	111.70
	830	BLUE HILLS ENVIRONMENTAL A	GARBAGE/SEWER PONDS	9198969	08/01/2016	56.38
						383.96
10-58-574	GENERAL FL	JND - FACILITIES - PEST CONTRO	DL			
	790	BEGAY, SARAH MAE	PEST CONTROL	3465	07/28/2016	30.00
		BEGAY, SARAH MAE	PEST CONTROL	3465	07/28/2016	30.00
	790	BEGAY, SARAH MAE	PEST CONTROL	3465	07/28/2016	30.00
		BEGAY, SARAH MAE	PEST CONTROL	3465	07/28/2016	30.00
	790	BEGAY, SARAH MAE	PEST CONTROL	3465	07/28/2016	30.00
	790	BEGAY, SARAH MAE	PEST CONTROL	3465	07/28/2016	30.00
	790	BEGAY, SARAH MAE	PEST CONTROL	3513	08/23/2016	35.00
					V. L. C. L. C.	215.00 *
10-58-575 G	ENERAL FU	IND - FACILITIES - EAPPA				210.00
	1330	EAPPA	PREPAYMENT TO DEPT OF ENER	E1607	08/17/2016	2,403.94
	1330	EAPPA	PREPAYMENT TO DEPT OF ENER	E1608	08/17/2016	2,082.88
					. ,22.13	_,. >=

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Amount	Inv Date	PO No	Invoice No	Description	Vendor Name	Vendor	GL Acct No
4 ,48 6.8							
14,769.5	0=					ES	Total FACILITII
				RISON LABOR CHARGES	FUND - FLEET MAINTENANCE - PR	GENERAL I	10-59-290
14.2	08/05/2016		W05072016	INTER/AGREE INMATE-MILEAGE	AZ DEPT OF CORRECTIONS	580	
33.00	08/05/2016		03 20160804	INTERGOVEN/AGGREE INMATE	AZ DEPT OF CORRECTIONS	590	
44.50	08/22/2016		03 20160818	INTERGOVEN/AGGREE INMATE	AZ DEPT OF CORRECTIONS	590	
91.75							
				OTHING ALLOWANCE	UND - FLEET MAINTENANCE - CL		10-59-300
17.91	07/29/2016		502985385	LINEN SERVICE	MISSION LINEN SUPPLY		
17.88	08/05/2016		503030788	LINEN SERVICE	MISSION LINEN SUPPLY		
17.91	08/12/2016		503076939	LINEN SERVICE	MISSION LINEN SUPPLY		
17.86	08/19/2016		503133666	LINEN SERVICE	MISSION LINEN SUPPLY	2270	
17.86	08/26/2016		503179884	LINEN SERVICE	MISSION LINEN SUPPLY	2270	
89.42				IOD OLIDBUIES	UND - FLEET MAINTENANCE - SH	CENEDAL E	10,50,305
					MISSION LINEN SUPPLY		10-09-000
12.12	07/29/2016		502985385	LINEN SERVICE	MISSION LINEN SUPPLY		
11.49	08/05/2016		503030788	LINEN SERVICE	MISSION LINEN SUPPLY	2270	
12.12	08/12/2016		503076939	LINEN SERVICE	MISSION LINEN SUPPLY	-	
10.86	08/19/2016		503133666	LINEN SERVICE LINEN SERVICE	MISSION LINEN SUPPLY		
10.86	08/26/2016		503179884	LINEN SERVICE	INCOICH ENTER COFFE		
57.45				LICK & ALITO SUPPLIES	JND - FLEET MAINTENANCE - TRU	GENERAL FI	10-59-330
	07/07/0040		630378		CARQUEST OF SPRINGERVILLE		
52.35	07/07/2016				CARQUEST OF SPRINGERVILLE		
21.80	07/11/2016		630656		CARQUEST OF SPRINGERVILLE		
39.78	07/12/2016		630698		CARQUEST OF SPRINGERVILLE		
62.66	07/13/2016		630821 630867		CARQUEST OF SPRINGERVILLE		
62.66	07/13/2016				CARQUEST OF SPRINGERVILLE		
98.18	07/18/2016		631257		CARQUEST OF SPRINGERVILLE		
33.81	07/18/2016		631258		CARQUEST OF SPRINGERVILLE		
13.08	07/26/2016		631904		CARQUEST OF SPRINGERVILLE		
16.05	07/27/2016		631971		CARQUEST OF SPRINGERVILLE		
99.94	07/27/2016	07540	631972		LESUEUR ADVANCE AUTOMOTI		
516.50	08/04/2016	27543	15756	RING			
2.16	07/13/2016		56928				
1,018.97				ck & Auto Tires	ND - FLEET MAINTENANCE - Truc	SENERAL FU	10-59-335
404.45	08/29/2016	27598	5766-INV	TIRES			
184.45	08/29/2016	27598	5766-INV	TIRES	ASPEN TIRE & OIL	490	
184.45 368.90	00/25/2010	21000	0100 1144				
300.80				HINERY/EQUIP SUPPLIES	ND - FLEET MAINTENANCE - MAC	ENERAL FU	10-59-337 G
21.62	07/06/2016		630229	CIRCUIT BREAKER/SWITCH	CARQUEST OF SPRINGERVILLE	970 (
56.68	07/07/2016		630372		CARQUEST OF SPRINGERVILLE		
30.11	07/14/2016		630983		CARQUEST OF SPRINGERVILLE		
43.08	07/20/2016		631469	RADIATOR HOSE	CARQUEST OF SPRINGERVILLE	970 (
53.96	07/25/2016		631821	BRAKE PAD	CARQUEST OF SPRINGERVILLE I	970 (
17.41	07/26/2016		631927	OIL/FILTER/LUBE	CARQUEST OF SPRINGERVILLE	970 (
251.00	08/08/2016	27542	10087582	BATTERIES	VTERSTATE BATTERIES [1890 li	
257.56	08/02/2016	27559	10087583	BATTERIES			
21.82	08/10/2016		A500185024	B&S AIR FILTER	VOODLAND BUILDING CENTER &	3860 V	
753.24							
				HINERY/EQUIP TIRES	ND - FLEET MAINTENANCE - MAC		10-59 - 338 G
1,115.38	08/09/2016	27558	5739-INV	TIRES			
308.53	08/23/2016	27588	5758-INV	TIRES			
99.09	08/02/2016	27546	T64599	TIRES			
99.09	08/02/2016		T64599	TIRES	OUNG'S FUTURE TIRE, INC. 1	3900_Y	

			7 Faid IIIVoices 06/01/2016 - 08/31/2	U16		Sep	27, 201 6 1 1:00an
GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
	3900	YOUNG'S FUTURE TIRE, INC.	TIRES	T64599	27546	08/02/2016	198.18
10-59-340	GENERAL I	FUND - FLEET MAINTENANCE - G	E CAC				1,820.27
10 00 040		WRIGHT EXPRESS FLEET SER		4000000			
		WRIGHT EXPRESS FLEET SER		46298026		07/31/2016	177.75
		WRIGHT EXPRESS FLEET SER		46298026		07/31/2016	1,385.30
	3010	WRIGHT EXPRESS FLEET SER	V FUEL ACC1#0403-00-652563-8	46298026		07/31/2016	81.92
10-59-342	GENERAL F	FUND - FLEET MAINTENANCE - O	I & LIBDICANTS				1,644.97 *
.0 00 0 12		CARQUEST OF SPRINGERVILLE		000400			
		CARQUEST OF SPRINGERVILLE		630190		07/06/2016	26.05
		CARQUEST OF SPRINGERVILLE		630309		07/07/2016	67.02
		CARQUEST OF SPRINGERVILLE		630340		07/07/2016	40.26
		CARQUEST OF SPRINGERVILLE		631238		07/18/2016	35.97
		CARQUEST OF SPRINGERVILLE		631532		07/21/2016	28.32
		CARQUEST OF SPRINGERVILLE		631777		07/25/2016	57.24
				632000		07/27/2016	56.69
		CARQUEST OF SPRINGERVILLE		632098		07/28/2016	37.18
	3090	VALLEY AUTO PARTS	MYSTIK JT7 80W90 GEAR	57606		07/25/2016	99.99
10 50 245	CENEDAL E	TIME ELECTIVALISTEMANICE DI					448.72 *
10-09-340		UND - FLEET MAINTENANCE - PV	_				
		BRADCO	CLEAR/DYED DIESEL	52075		08/09/2016	863.07
		BRADCO	CLEAR/DYED DIESEL	52075		08/09/2016	431.53
		BRADCO	CLEAR/DYED DIESEL	52075		08/09/2016	431.53
		WRIGHT EXPRESS FLEET SERV		46298026		07/31/2016	547.28
		WRIGHT EXPRESS FLEET SERV		46298026		07/31/2016	328.27
		WRIGHT EXPRESS FLEET SERV		46298026		07/31/2016	852.42
	3870	WRIGHT EXPRESS FLEET SERV	FUEL ACCT#0403-00-652563-8	46298026		07/31/2016	527.27
40 50 050	OFNERAL E	IND					3,981.37 🍨
10-59-350		UND - FLEET MAINTENANCE - SM					
		CARQUEST OF SPRINGERVILLE		432103		07/28/2016	19.23
		CARQUEST OF SPRINGERVILLE		630081		07/05/2016	22.42
		CARQUEST OF SPRINGERVILLE		630108		07/05/2016	7.69
		CARQUEST OF SPRINGERVILLE		630135		07/05/2016	8.83
		CARQUEST OF SPRINGERVILLE		630142		07/05/2016	8.83
		CARQUEST OF SPRINGERVILLE		630254		07/06/2016	40.90
		CARQUEST OF SPRINGERVILLE		630276		07/06/2016	32.17
	970	CARQUEST OF SPRINGERVILLE	LUBE	630277		07/06/2016	14.84
		CARQUEST OF SPRINGERVILLE		630789		07/07/2016	17.66
		CARQUEST OF SPRINGERVILLE		630953		07/14/2016	49.07
	970	CARQUEST OF SPRINGERVILLE	FILTER	631231		07/18/2016	69.92
	970	CARQUEST OF SPRINGERVILLE	FILTER	631326		07/19/2016	7.93
		CARQUEST OF SPRINGERVILLE		631328		07/19/2016	22.21
	970	CARQUEST OF SPRINGERVILLE	FILTER/LUBE	631447		07/20/2016	59.65
	970	CARQUEST OF SPRINGERVILLE	FILTER/AIR/FUEL	631471		07/20/2016	93.23
	970	CARQUEST OF SPRINGERVILLE	FILTER	631776		07/25/2016	10.05
	970	CARQUEST OF SPRINGERVILLE	AIR	631788		07/25/2016	12.75
	970	CARQUEST OF SPRINGERVILLE	BATTERY CABLE LUG	631985		07/27/2016	14.31
		CARQUEST OF SPRINGERVILLE		632009		07/27/2016	7.40
		CARQUEST OF SPRINGERVILLE		632122		07/28/2016	43.09
		CARQUEST OF SPRINGERVILLE		632162		07/29/2016	
		COPPER STATE BOLT & NUT CC		101697734		07/25/2016	43.62
		COPPER STATE BOLT & NUT CC		101718882		08/12/2016	70.16
		COPPER STATE BOLT & NUT CC		101716662			61.83
			0511/PARTS	AUG16/0511	27505	08/19/2016	27.44
			0511/PARTSTREE RETURN	AUG16/0511		08/02/2016	250.82
		****	1/4 NPT MINI F-R PIGGYBA			08/02/2016	100.78 -
			D-RINGS	56930 57331		07/13/2016	63.28
			GREASE GUN/ CHAIN	57221		07/18/2016	39.21
				57290		07/19/2016	84.49
	- 0000 V		VEHICLE PARTS	57768		<u> 07/27/2016</u>	75.26

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			/ Paid invoices 08/01/2016 - 08/31/2	016 		Sep	27, 2016 1 1:0
GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
	386	0 WOODLAND BUILDING CENTER	R AIR FILTERS	R10020831		08/04/2016	22.8
10-59-555	GENERAL	FUND - FLEET MAINTENANCE - V	FHICLE & EQUIPMENT MAINTENA	NC			1,200.3
		CARQUEST OF SPRINGERVILL		MIT420		07/31/2016	04.0
		0 CARQUEST OF SPRINGERVILLI		MIT420			24.99
		CARQUEST OF SPRINGERVILLI		MIT420		07/31/2016	24.99
		CARQUEST OF SPRINGERVILLI		MIT420		07/31/2016	24.99
		CARQUEST OF SPRINGERVILLI		MIT420		07/31/2016 07/31/2016	24.99
		CARQUEST OF SPRINGERVILLE		MIT420		07/31/2016	24.9
				19111-720		01/3/1/2010	25.00
10-59-585	GENERAL	FUND - FLEET MAINTENANCE - TE	RAINING & TRAVEL				149.9
		NATIONAL BANK OF ARIZONA	0511/PRICELINE HOTELS	AUG16/0511		08/02/2016	91.3
10-59-790	GENERAL	FUND - FLEET MAINTENANCE - IM	IPOUND TOWING				
		A & B TOWING AUTO BODY REF		0183		07/16/2016	100.0
				0100		-	100.0
otal FLEET M	AINTENANC	Æ				-	11,816.6
Tatal OCNICOA	LEIND					-	
otal GENERA	L FUND					-	67,820.58
30-60-290	HIGHWAY I	USERS REVENUE FUND - HURF - I	PRISON LABOR CHARGES				
		AZ DEPT OF CORRECTIONS	INTER/AGREE INMATE-MILEAGE	W05072016		08/05/2016	71,24
		AZ DEPT OF CORRECTIONS	INTERGOVEN/AGGREE INMATE			08/05/2016	
		AZ DEPT OF CORRECTIONS	INTERGOVEN/AGGREE INMATE				165.0
			THE TOTAL PROPERTY OF THE PROP	L 00 20 1000 10		08/22/2016	222.50
30-60-300	HIGHWAY L	JSERS REVENUE FUND - HURF - (CLOTHING ALLOWANCE				458.74
		KENNEDY, GAYLON	REIMBURSE WORKBOOTS	AUG16		08/08/2016	174 0
		WILTBANK, BRIAN	REIMBURSE WORKBOOTS	AUG16		08/22/2016	1 71. 82 145.92
				710010		00/22/2010	317.74
30-60-310	HIGHWAY (JSERS REVENUE FUND - HURF - (OFFICE SUPPLIES				017.74
	2830	QUILL CORPORATION	OFFICE SUPPLIES	8411496	27584	08/18/2016	15.93
	2830	QUILL CORPORATION	OFFICE SUPPLIES	8453312	27584	08/19/2016	2.72
	2830	QUILL CORPORATION	OFFICE SUPPLIES	8459872	27584	08/22/2016	2.72
	2830	QUILL CORPORATION	OFFICE SUPPLIES	8460157	27584	08/22/2016	10.01
				0.00107	2700-	00/22/2010	31.16
30-60-350		JSERS REVENUE FUND - HURF - S					
	3860	WOODLAND BUILDING CENTER	GORILLA TAPE	A600289457		08/11/2016	17.45
30-60-365		SERS REVENUE FUND - HURF - R					
	1140	COWBOY UP HAY & RANCH SUF	NYLON LINE	145492		08/04/2016	41.45
		COWBOY UP HAY & RANCH SUF	==	146221		08/15/2016	82.89
		COWBOY UP HAY & RANCH SUF	NYLON LINE	146745		08/23/2016	82.89
		MISSION LINEN SUPPLY	CANLINER-60G	503133631		08/19/2016	45.76
		NATIONAL BANK OF ARIZONA	0511/AMAZON 2CYCLE OIL	AUG16/0511		08/02/2016	78.76
				D40000004		08/02/2016	93.66
	3860	WOODLAND BUILDING CENTER		R10020824		COLOFFE	
	3860 3860	WOODLAND BUILDING CENTER	WEEDEATER PARTS	R10020824		08/04/2016	67.54
	3860 3860 3860	WOODLAND BUILDING CENTER WOODLAND BUILDING CENTER	WEEDEATER PARTS WEEDEATER PARTS				67.54 99.83
	3860 3860 3860 3860	WOODLAND BUILDING CENTER WOODLAND BUILDING CENTER WOODLAND BUILDING CENTER	WEEDEATER PARTS WEEDEATER PARTS WEEDEATER PARTS	R10020837		08/04/2016	99.83
	3860 3860 3860 3860	WOODLAND BUILDING CENTER WOODLAND BUILDING CENTER	WEEDEATER PARTS WEEDEATER PARTS WEEDEATER PARTS	R10020837 R10020854		08/04/2016 08/09/2016	67.54 99.83 95.82 88.33
30-60-370 F	3860 3860 3860 3860 3860	WOODLAND BUILDING CENTER WOODLAND BUILDING CENTER WOODLAND BUILDING CENTER WOODLAND BUILDING CENTER	WEEDEATER PARTS WEEDEATER PARTS WEEDEATER PARTS WEEDEATER PARTS	R10020837 R10020854 R10020884		08/04/2016 08/09/2016 08/15/2016	99.83 95.82 88.33
30-60-370 F	3860 3860 3860 3860 3860	WOODLAND BUILDING CENTER WOODLAND BUILDING CENTER WOODLAND BUILDING CENTER WOODLAND BUILDING CENTER SERS REVENUE FUND - HURF - R	WEEDEATER PARTS WEEDEATER PARTS WEEDEATER PARTS WEEDEATER PARTS OAD MATRL-SUPPLIES PAVING	R10020837 R10020854 R10020884 R10020914	07575	08/04/2016 08/09/2016 08/15/2016 08/22/2016	99.83 95.82 88.33 776.93
30-60-370 H	3860 3860 3860 3860 3860 HIGHWAY US	WOODLAND BUILDING CENTER WOODLAND BUILDING CENTER WOODLAND BUILDING CENTER WOODLAND BUILDING CENTER	WEEDEATER PARTS WEEDEATER PARTS WEEDEATER PARTS WEEDEATER PARTS OAD MATRL-SUPPLIES PAVING	R10020837 R10020854 R10020884	27575 27518	08/04/2016 08/09/2016 08/15/2016	99.83 95.82

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GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
	11161						5,924.36 *
30-60-375		USERS REVENUE FUND - HURF -					
		WOODLAND BUILDING CENTER		A300256318		08/24/2016	45.77
	3910	ZUMAR INDUSTRIES, INC	SIGNS	0029253	27557	08/11/2016	442.26 488.03
30-60-520		USERS REVENUE FUND - HURF -	- · · · · · · · · · · · · · · · · · · ·				400.00
	3700	WHITE MOUNTAIN PUBLISHING	S- SEALED BID/CHIPSEAL	96005101	27504	07/22/2016	134.40
30-60-525	HIGHWAY (JSERS REVENUE FUND - HURF -	POSTAGE, FREIGHT & FEES				
	2380	NATIONAL BANK OF ARIZONA	0511/USPS	AUG16/0511		08/02/2016	1.15
		NATIONAL BANK OF ARIZONA	0511/USPS	AUG16/0511		08/02/2016	1.15
		NATIONAL BANK OF ARIZONA	0511/USPS	AUG16/0511		08/02/2016	.63
	2380	NATIONAL BANK OF ARIZONA	2615/USPS	AUG16/2615		08/02/2016	.40
	2380	NATIONAL BANK OF ARIZONA	2615/USPS	AUG16/2615		08/02/2016	.38
	2380	NATIONAL BANK OF ARIZONA	2615/USPS	AUG16/2615		08/02/2016	32.64
	2380	NATIONAL BANK OF ARIZONA	2813/USPS	AUG16/2813		08/02/2016	14.10
30-60-526	HIGHWAY L	JSERS REVENUE FUND - HURF -	BANKING FEES				50.45 *
		NATIONAL BANK OF ARIZONA	2813/PAYPALL	AUG16/2813		08/02/2016	1.80
20 60 670		ICEDO DEVENITO FUND. LUDO	PROFESSIONAL & TECHNICAL SRV				
30-60-870							
		BUSINESS RADIO LICENSING	CALL SIGN - WPXN202	16/WPXN202		08/01/2016	21.60
		ELLSWORTH, KRISTI	EASEMENT PURCHASE P#104190			08/08/2016	3,500.00
		MCLAUGHLIN, FRANK	REIMBURSEMENT CDL PHYSICAL			08/08/2016	100.00
		TIMEMARK INC	VIAS 2 ANALYSIS SOFTWARE	115941	27592	08/23/2016	1,080.57
		WHITE MTN REG MED CNTR	DRUG SCREEN - PENA)07926/PENA		08/17/2016	75. 00
	3765	WHITING, RICHARD	EASEMENT PURCHASE P#104-19-	//EASEMENT		08/08/2016	3,500.00 8,277.17
30-60-571		ISERS REVENUE FUND - HURF - A	AUDIT				6,277.17 §
	1780	HintonBurdick CPAs & Advisors	ANNUAL AUDIT	152298		07/31/2016	416.62
30 - 60-572	HIGHWAY U	SERS REVENUE FUND - HURF - (COMPUTER SUPPORT				
	1000	CASELLE, INC	COMPUTER SUPPORT	74496		08/01/2016	573.23
	1100	CONQUEST TECHNOLOGY GRO	MONTHLY SERVICE AGREEMENT	2091		08/22/2016	659.76
						-	1,232.99 *
Fotal HURF						-	18,127.84
Fall CHOCK BAYAN	/ HOEDO DE	ZENIJE EUND				-	
Total HIGHWAY	USERS REV	/ENUE FUND				_	18,127.84
35-64-570			PMENT GRA - Professional & Technica	al			
	1925	J2 ENGINEERING AND ENVIRON	RBDG - EAGAR INDUST PRK MAS	8637	27413	08/19/2016	741.19
otal RURAL BU	JSINESS DE\	VELOPMENT GRA				_	741.19
						_	
Total GRANTS F	FUND					_	741.19
50-24100 l		ERPRISE FUND - CUSTOMER DE	POSITS				
	3962	SUTTON, ANDREW	DEPOSIT REFUND	AUG16		07/28/2016	40.50
	3963	BALL, RUSSELL/HELEN	DEPOSIT REFUND	AUG16		08/02/2016	97.13
	3964	WOODWARD, KATHLEEN	DEPOSIT REFUND	AUG16		08/08/2016	40.60

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L Acct No	Vendor Vendor Name Description Invoice No.				Sep 27, 2016 11:00am		
	-	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
		5 GREER, SHAWNA	REFUND DEPOSIT & TURN ON F	E AUG16		08/16/2016	100.00
		7 TIWARI, AVINASH	DEPOSIT REFUND	AUG16		08/23/2016	74.35
	3969	BROWN, JUSTIN & TOMEE	DEPOSIT REFUND	AUG16		08/31/2016	48.75
E0 25400	1 (TIL 1737 CA	STERRING ASSESSED ASSESSED ASSESSED					401.33
50-25100		NTERPRISE FUND - ACCRUED SA					
	3960	5 GREER, SHAWNA	REFUND DEPOSIT & TURN ON F	E AUG16		08/16/2016	3.64
50-34-300	UTILITY EN						
	3965	GREER, SHAWNA	REFUND DEPOSIT & TURN ON F	E AUG16		08/16/2016	40.00
50-81-300	UTILITY EN	ITERPRISE FUND - WATER - CLO	THING ALLOWANCE				
	2380	NATIONAL BANK OF ARIZONA	0917/CLOTHING ALLOWANCE	AUG16/0917	27538	08/02/2016	135.91
	2710	PETERS, SHAWN	REIMBURSE - WORKBOOTS	AUG16		08/15/2016	145.92
	2710	PETERS, SHAWN	REIMBURSE - WORKBOOTS	AUG16		08/22/2016	145.92 -
							135.91 *
50-81-310		TERPRISE FUND - WATER - OFF					
		BUSINESS SOLUTIONS GROUP	PI BUSINESS CARDS - WES	13679	27555	08/26/2016	55.49
	2830		OFFICE SUPPLIES	8411496	27584	08/18/2016	63.73
	2830		OFFICE SUPPLIES	8453312	27584	08/19/2016	10.86
	2830		OFFICE SUPPLIES	8459872	27584	08/22/2016	10.00
	2830	QUILL CORPORATION	OFFICE SUPPLIES	8460157	27584	08/22/2016	40.02
5 0.04.545							180.10
50-81-345		TERPRISE FUND - WATER - SYST					
		BACA, KELLY	CINDERS	10001	27509	07/27/2016	600.00
		CENTRAL ARIZONA SUPPLY	WATER PARTS FOR STOCK	3201867-00	27525	07/21/2016	956.14
		CENTRAL ARIZONA SUPPLY	WATER PARTS	3218484-00	27572	08/23/2016	248.81
		HD SUPPLY WATERWORKS. LT	WATER PARTS FOR STOCK	F917376	27561	08/22/2016	435.03
		KEPNER	WATER PARTS FOR STOCK	4632611-00	27550	08/04/2016	802.45
		KEPNER	WATER PARTS FOR STOCK	4632611-01	27550	08/23/2016	230.20
	2000	KEPNER	HYDRANTS FOR STOCK	9800123-00	27587	08/23/2016	4,083.90
50-81-350	UTILITY EN	TERPRISE FUND - WATER - SMAL	L TOOLS & HARDWARE				7,356.53 *
	2380	NATIONAL BANK OF ARIZONA	0511/CONSOLIDATED PLASTICS	AUG16/0511		08/02/2016	64.45
50-81-505	UTILITY ENI	TERPRISE FUND - WATER - ELEC	TRICITY				
		NAVOPACHE ELEC COOP, INC	FLAT TOP-BOOSTER PUMP	G16/2440505		08/09/2016	40 17
	2440	NAVOPACHE ELEC COOP, INC	HALL WELL	G16/2459205		08/09/2016	48.17
		NAVOPACHE ELEC COOP, INC	RAMSEY PARK WELL	G16/2493205		08/09/2016	4,150.99 44.00
		NAVOPACHE ELEC COOP, INC	TRANSFER STAT WELL	G16/2678105		08/09/2016	
		NAVOPACHE ELEC COOP, INC	148 N OLD GRISTMILL	G16/2678508		08/09/2016	98.63 101.33
		NAVOPACHE ELEC COOP, INC	RIVER RD #1	G16/2680305		08/09/2016	43.89
		NAVOPACHE ELEC COOP, INC	695 W 4TH ST	G16/3669005		08/09/2016	2,957.03
		NAVOPACHE ELEC COOP, INC	808 JUNIPER ST	G16/3941605		08/09/2016	462.10
		NAVOPACHE ELEC COOP, INC	525 #3 MARICOPA	G16/6788701		08/09/2016	1,587.76
	2440	NAVOPACHE ELEC COOP, INC	WELL SAFARI & SCH BUS R	G16/6788800		08/09/2016	140.48
50-81-511 L	JTILITY ENT	ERPRISE FUND - WATER - CELL	PHONES				9,634.38
		VERIZON WIRELESS	ON CALL CELL PHONE	9770303174		08/12/2016	15.50
ED 04 202 1				3 2999 117		SON IZIZO IU	15.50
50-81-525 L		ERPRISE FUND - WATER - POST					
		NATIONAL BANK OF ARIZONA	0511/USPS	AUG16/0511		08/02/2016	4.15
		NATIONAL BANK OF ARIZONA	0511/USPS	AUG16/0511		08/02/2016	6.47
		NATIONAL BANK OF ARIZONA	2615/USPS	AUG16/2615		08/02/2016	217.60
		NATIONAL BANK OF ARIZONA	2615/USPS	AUG16/2615		08/02/2016	2.67
		SINTIONIAL DANIZ OF A DISONIA					
		NATIONAL BANK OF ARIZONA NATIONAL BANK OF ARIZONA	2615/USPS	AUG16/2615		08/02/2016	2.59

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	Fully Paid invoices 08/01/2016 - 08/31/2016					Sep 27, 2016 11:00ar		
GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount	
50-81-526	HTII ITV EI	NTERPRISE FUND - WATER - BAN	KIND FEED				327.48	
30-01-320								
	230	NATIONAL BANK OF ARIZONA	2813/PAYPALL	AUG16/2813		08/02/2016	12.00	
50-81-535	UTILITY ENTERPRISE FUND - WATER - MATERIAL TESTING							
		MOHAVE ENVIRONMENTAL LA		76679	27507	07/15/2016	160.00	
		MOHAVE ENVIRONMENTAL LA		77149	27567		160.00	
	2290	MOHAVE ENVIRONMENTAL LA	WATER TESTING	77218	27567	08/24/2016	310.00	
50 04 5 5 0							630.00	
50-81-570		TERPRISE FUND - WATER - PRO						
		ARIZONA PLUMBING SPECIALIS		1560	27548	08/29/2016	40.00	
		ARIZONA PLUMBING SPECIALIS		1560	27548	08/29/2016	40.00	
		ARIZONA PLUMBING SPECIALIS		1560	27548	08/29/2016	40.00	
		ARIZONA PLUMBING SPECIALIS		1560	27548	08/29/2016	40.00	
		ARIZONA PLUMBING SPECIALIS		1560	27548	08/29/2016	40.00	
	905		CALL SIGN - WPXN202	16/WPXN202		08/01/2016	43.20	
	1780	HintonBurdick CPAs & Advisors	ANNUAL AUDIT	152298		07/31/2016	208.38	
50.04.554							451.58	
50-81-571		TERPRISE FUND - WATER - WATI						
	870	BROWN & BROWN LAW OFFICE	ADJUDICATION	ADJ-LCR-771		08/17/2016	1,894.07	
50-81-572	UTILITY EN	TERPRISE FUND - WATER - COM	PUTER SUPPORT					
	1000	CASELLE, INC	COMPUTER SUPPORT	74496		08/01/2016	303.45	
	1100	CONQUEST TECHNOLOGY GRO	MONTHLY SERVICE AGREEMENT			08/22/2016	349.26	
						00/22/2010	652.71	
50-81-575		TERPRISE FUND - WATER - EAPP	A				002.77	
	1330	EAPPA	PREPAYMENT TO DEPT OF ENER	0616E		08/17/2016	4,249.96	
	1330	EAPPA	PREPAYMENT TO DEPT OF ENER	E1607		08/17/2016	2,354.88	
	1330	EAPPA	PREPAYMENT TO DEPT OF ENER	E1608		08/17/2016	2,040.37	
50_81_720	LITILITY EN	TEDDDICE FUND WATER DOWN	O III I TO COMPANY				8,645.21	
30-01-130		TERPRISE FUND - WATER - PC-M/ CONQUEST TECHNOLOGY GRO						
	1100	CONQUEST TECHNOLOGY GRO	COMPUTER - WES	2092	27591	08/28/2016	1,022.81	
otal WATER							31,022.73	
							01,022.70	
50-82-290	UTILITY ENT	ERPRISE FUND - WASTEWATER	- PRISON LABOR CHARGES					
	580	AZ DEPT OF CORRECTIONS	INTER/AGREE INMATE-MILEAGE	W05072016		08/05/2016	14.25	
	590	AZ DEPT OF CORRECTIONS	INTERGOVEN/AGGREE INMATE L	03 20160804		08/05/2016	33.00	
	590	AZ DEPT OF CORRECTIONS	INTERGOVEN/AGGREE INMATE L	03 20160818		08/22/2016	44.50	
							91.75	
50-82-310 (ERPRISE FUND - WASTEWATER					••	
	910	BUSINESS SOLUTIONS GROUP I	BUSINESS CARDS - WES	13679	27555	08/26/2016	55.49	
	2830	QUILL CORPORATION	OFFICE SUPPLIES	8411496	27584	08/18/2016	63.73	
	2830	QUILL CORPORATION	OFFICE SUPPLIES	8453312	27584	08/19/2016	10.86	
	2830	QUILL CORPORATION	OFFICE SUPPLIES	8459872	27584	08/22/2016	10.00	
	2830	QUILL CORPORATION	OFFICE SUPPLIES	8460157	27584	08/22/2016	40.02	
							180.10	
50-82-331 L		ERPRISE FUND - WASTEWATER -	SEWER TRANSMISSION LINE					
	3380	TOWN OF SPRINGERVILLE	SEWER TRANSMISSION LINE	16/40424200		08/01/2016	146.35	
	3380	TOWN OF SPRINGERVILLE	A-11-	16/40424400		08/01/2016	167.36	
	3380	TOWN OF SPRINGERVILLE	A=14/=A	16/40424600		08/01/2016	157.93	
	3380	_		16/40424800		08/01/2016	50.17	
	3380	TOWN OF SPRINGERVILLE		16/40425200		08/01/2016	161.97	
						-5/5 //2010	101.01	

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L Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
50-82-345		NTERPRISE FUND - WASTEWATER	D SVETEM DADTE				683.78 *
		BACA, KELLY	CINDERS	10004	07500	0-10-10010	
		CENTRAL ARIZONA SUPPLY	SEWER PARTS FOR STOCK	10001	27509	07/27/2016	600.00
		CENTRAL ARIZONA SUPPLY		3201867-00	27525	07/21/2016	141.29
		CENTRAL ARIZONA SUPPLY	SEWER PARTS FOR STOCK	3201867-01	27525	08/04/2016	152.42
		QUALITY READYMIX INC	WASTE WATER PARTS CEMENT	3218484-00	27572	08/23/2016	319.80
		VALLEY AUTO PARTS	-	9433758733	27528	07/20/2016	422.22
	3330	VALLETAGIOPARIS	14FT CHOKER	57429	27523	07/21/2016	281.48
50-82-350	LITH ITV EN	ITERPRISE FUND - WASTEWATER	CAMALL TOOLS SHADDWADE				1,917.21 *
JU-UZ-UUU		NATIONAL BANK OF ARIZONA					
			0917/USA BLUEBOOK	AUG16/0917		08/02/2016	69.00
		WOODLAND BUILDING CENTER		A300255383		08/02/2016	24.97
		WOODLAND BUILDING CENTER		A300256041		08/17/2016	10.90
	3860			A500185028	27563	08/10/2016	408.22
	3860			A600289463		08/11/2016	26.03
	3860	WOODLAND BUILDING CENTER	CONCRETE SAW BLADE	R10020819		08/01/2016	76.36
50-82-505	UTILITY EN	TERPRISE FUND - WASTEWATER	- ELECTRICITY				615.48 *
		NAVOPACHE ELEC COOP, INC	EAGAR SEWER FARM PUMP	C48/227E00E		00/00/0040	
		NAVOPACHE ELEC COOP, INC		G16/2375905		08/09/2016	275.04
	2440	NAVOFACHE ELEC COOP, INC	255 W MAIN - EAGAR SEWER FAF	G16/2377005		08/09/2016	81.68
50-82-511	UTILITY EN	TERPRISE FUND - WASTEWATER	CELL BHONES				356.72 *
00 02 011		VERIZON WIRELESS	ON CALL CELL PHONE	9770303174		09/49/9040	42.50
			ON OTHER DELL PROME	3170303174		08/12/2016	15.50
50-82-525	UTILITY EN	TERPRISE FUND - WASTEWATER	- POSTAGE, FREIGHT & FEES				
	2380	NATIONAL BANK OF ARIZONA	0511/USPS	AUG16/0511		08/02/2016	7.57
	2380	NATIONAL BANK OF ARIZONA	0511/USPS	AUG16/0511		08/02/2016	4.15
	2380	NATIONAL BANK OF ARIZONA	2615/USPS	AUG16/2615		08/02/2016	2.59
	2380	NATIONAL BANK OF ARIZONA	2615/USPS	AUG16/2615		08/02/2016	217.60
	2380	NATIONAL BANK OF ARIZONA	2615/USPS	AUG16/2615		08/02/2016	2.67
	2380	NATIONAL BANK OF ARIZONA	2813/USPS	AUG16/2813		08/02/2016	94.00
50 00 500							328.58
50-82-526		TERPRISE FUND - WASTEWATER					
	2300	NATIONAL BANK OF ARIZONA	2813/PAYPALL	AUG16/2813		08/02/2016	12.00
50-82-535	UTILITY EN	TERPRISE FUND - WASTEWATER	- MATERIAL TESTING				
	2290	MOHAVE ENVIRONMENTAL LAB	WASTEWATER TESTING	76679	27507	07/15/2016	10.00
	2290	MOHAVE ENVIRONMENTAL LAB	WASTEWATER TESTING	76756	27507	07/25/2016	643.00
		MOHAVE ENVIRONMENTAL LAB		77149	27567	08/19/2016	10.00
		MOHAVE ENVIRONMENTAL LAB		77218	27567	08/24/2016	33.00
					2.007	50/2-1/2010	696.00 *
50-82-570	UTILITY ENTERPRISE FUND - WASTEWATER - PROFESSIONAL & TECHNICAL SRV						
		BUSINESS RADIO LICENSING	CALL SIGN - WPXN202	16/WPXN202		08/01/2016	43.20
						00/01/2010	40.20
50-82-571		ERPRISE FUND - WASTEWATER					
	1780	HintonBurdick CPAs & Advisors	ANNUAL AUDIT	152298		07/31/2016	208.38
50-82-572	UTILITY FNT	ERPRISE FUND - WASTEWATER	COMPLITER SUPPORT				
		CASELLE, INC	COMPUTER SUPPORT	74400		00/04/0040	600.15
		· ·	MONTHLY SERVICE AGREEMENT	74496		08/01/2016	292.17
	1100	TIMOLOGI GRO	MONTHLY SERVICE AGREEMENT	2091		08/22/2016	336.28
50-82-575 L	UTILITY FNT	ERPRISE FUND - WASTEWATER -	FAPPA				628.45
			PREPAYMENT TO DEPT OF ENER	00405		00470	
		₩111 G	FUTER TWENT TO DEPT OF ENER	0616E		08/17/2016	131.44
		EADDA	DDEDAYMENT TO SERVICE OF SUPE	-			
	1330		PREPAYMENT TO DEPT OF ENER PREPAYMENT TO DEPT OF ENER	E1607 E1608		08/17/2016 08/17/2016	147.18 127.52

TOWN OF EAGAR			ent Approval Report by GL No - Paid aid invoices 08/01/2016 - 08/31/2016			Sep	Page: 1 27, 2016 11:00ar
GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
50-82-585		RPRISE FUND - WASTEWATER RIGHT EXPRESS FLEET SERV		46298026		07/31/2016	406.14 d
50-82-730		RPRISE FUND - WASTEWATER ONQUEST TECHNOLOGY GRO	- PC-MAACHINERY & EQUIPMENT COMPUTER - WES	2092	27591	08/28/2016	1,022.82
Total WASTEV	VATER					-	7,356.67
Total UTILITY F	ENTERPRISE FU	ND				-	38,824.37
Grand Total:						-	125,558.08
Dated:							
							
=							
	<u> </u>						
ty Recorder:							
ty Treasurer:							

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	JNEARN/EXPEND	PCNT	
REVENUE						
REVENUE						
TAXES	127,995.59	233,938.05	1,326,620.00	1,092,681.95	17.6	
INTERGOVERNMENTAL REVENUE	106,655.23	182,702.44	985,310.00	802,607.56	18.5	
RENTS/ROYALITIES	2,761.51	6,238,02	41,835.00	35,596,98	14.9	
CHARGE FOR SERVICE	1,460.00	2,075.00	16,230.00	14,155.00	12.8	
RECREATION/EVENTS	575.00	1,199.00	17,000.00	15,801.00	7.1	
FEES & PERMITS	10,513.27	21,398.20	82,458.00	61,059.80	26.0	
FINES & FORFEITURES	1,430.89	3,356.47	21,650.00	18,293,53	15.5	
DONATIONS	4,830.88	6,081.83	16,675.00	10,593.17	36.5	
MISC. REVENUE	986.50	1,389.35	6,969.00	5,579.65	19.9	
TOTAL FUND REVENUE	257,208.87	458,378.36	2,514,747.00	2,056,368.64	18.2	
EXPENDITURES						
MAYOR & COUNCIL	2,071.65	10,776.15	30,434.00	19,657.85	35.4	
GENERAL GOVERNMENT	21,420.03	41,896.78	252,212.00	210,315.22	16.6	
MAGISTRATE	3,410.85	7,480.50	52,785.00	45,304.50	14.2	
TOWN MANAGER	4,042.40	10,919.63	53,461.00	42,541.37	20.4	
TOWN CLERK	7,075.20	14,184.84	83,283.00	69,098.16	17.0	
COMMUNITY DEVELOPMENT	8,199.92	20,405.16	113,170.00	92,764.84	18.0	
FINANCE	7,083.30	15,804.14	93,885.00	78,080.86	16.8	
POLICE	65,904.56	148,433.52	884,851.00	736,417.48	16.8	
FIRE	27,290.78	59,092.77	338,131.00	279,038.23	17.5	
FIRE CONTINUED/WILDLAND	9,104.28	22,063.72	71,260.00	49,196.28	31.0	
POLICE CONT/ANIMAL CONTRO	4,531.21	11,114.14	61,091.00	49,976.86	18.2	
PARKS & RECREATION	2,470.12	7,831.02	56,192.00	48,360.98	13.9	
FACILITIES	28,969.55	103,526.97	290,084.00	186,557.03	35.7	
FLEET MAINTENANCE	16,739.44	29,088.85	80,414.00	51,325.15	36.2	
TOTAL FUND EXPENDITURES	208,313.29	502,618.19	2,461,253.00	1,958,634.81	20.4	
NET REVENUE OVER EXPENDITURES	48,895.58 (44,239.83)	53,494.00	97,733.83	(82.7)	

HIGHWAY USERS REVENUE FUND

	PERIOD ACTUAL YTD ACTUAL		BUDGET	JNEARN/EXPEND	PCNT
REVENUE					
INTERGOVERNMENTAL REVENUE MISCELLANEOUS REVENUE	83,975.14 100.00	174,999.74 200.00	974,120.00 6,060.00	799,120.26 5,860.00	18.0 3.3
TOTAL FUND REVENUE	84,075.14	175,199.74	980,180.00	804,980.26	17.9
EXPENDITURES					
FACILITIES FLEET MAINTENANCE HURF	.00 .00 50,997.17	.00 .00 145,535.99	98,800.00 86,311.00 827,501.00	98,800.00 86,311.00 681,965.01	.0 .0 17.6
TOTAL FUND EXPENDITURES	50,997.17	145,535.99	1,012,612.00	867,076.01	14.4
NET REVENUE OVER EXPENDITURES	33,077.97	29,663.75	(32,432.00)	(62,095.75)	91.5

GRANTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	JNEARN/EXPEND	PCNT
REVENUE					
INTERGOVERNMENTAL REVENUE	15,242.69	15,242.69	1,000,000.00	984,757.31	1.5
TOTAL FUND REVENUE	15,242.69	15,242.69	1,000,000.00	984,757.31	1.5
EXPENDITURES					
ALTA VISTA DRAINAGE	.00	5,985.00	.00	(5,985.00)	.0
SCH BUS GRANT SUBMITTAL	.00	4.095.00	••	(4,095.00)	.0
RURAL BUSINESS DEVELOPMENT GRA	741.19	6,378.05		(6,378.05)	.0
GOHS 2016-PT-084	.00	1,394.17		(1,394.17)	.0
AZ STATE PARKS-SPORTS COMPLEX	.00	.00.	1,000,000.00	1,000,000.00	.0
TOTAL FUND EXPENDITURES	741.19	17,852.22	1,000,000.00	982,147.78	1.8
NET REVENUE OVER EXPENDITURES	14,501.50 (2,609.53)	.00.	2,609.53	.0

CONTINGENCY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	JNEARN/EXPEND	PCNT
REVENUE					
CONTINGENCY REVENUE		.00	750,000.00	750,000.00	.0
TOTAL FUND REVENUE	.00	.00	750,000.00	750,000.00	
EXPENDITURES					
CONTINGENCY EXPENSES		.00	750,000.00	750,000.00	.0
TOTAL FUND EXPENDITURES		.00	750,000.00	750,000.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

UTILITY ENTERPRISE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	JNEARN/EXPEND	PCNT
REVENUE					
CHARGE FOR SERVICE MISCELLANEOUS REVENUE	107,477.59 20,589.34	236,905.77 41,585.07	1,259,960.00 283,050.00	1,023,054.23 241,464.93	18.8 14.7
TOTAL FUND REVENUE	128,066.93	278,490.84	1,543,010.00	1,264,519.16	18.1
EXPENDITURES					
FACILITIES	.00	.00	30,000.00	30,000.00	.0
FLEET MAINTENANCE	.00	.00	46,475.00	46,475.00	.0
WATER	52,424.75	218,274.22	707,385.00	489,110.78	30.9
WASTEWATER	33,839.66	150,287.47	621,050.00	470,762.53	24.2
TOTAL FUND EXPENDITURES	86,264.41	368,561.69	1,404,910.00	1,036,348.31	26.2
NET REVENUE OVER EXPENDITURES	41,802.52	90,070.85)	138,100.00	228,170.85	(65.2)

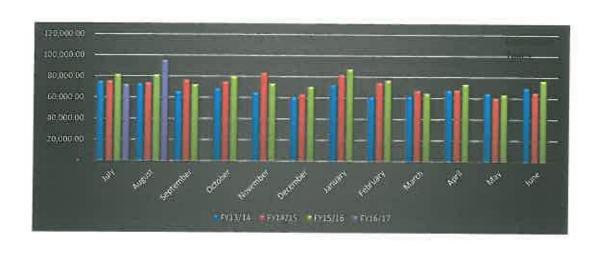


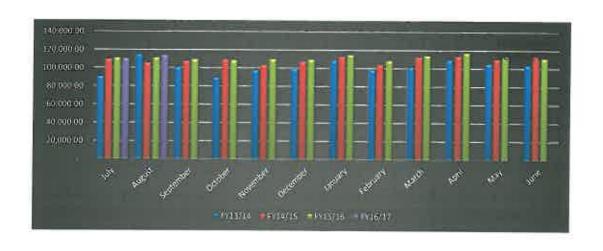
Town of Eagar FY15/16 Historical Revenue Report

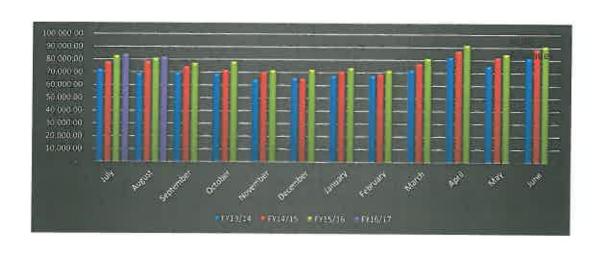
FY13/14		FY14/15		FY15/16		FY16/17	4	Difference	% Difference
825,000.00		825,000.00		833,250.00		868,000.00	\$	34,750.00	4%
75,408.30		75,797.68		81,938.67		72,539.87	\$	(9,398.80)	-11%
73,288.22		74,411.17		81,680.01		95,470.87	\$	13,790.86	17%
65,817.43		76,989.74		72,612.81					
68,775.35		75,084.55		80,041.07					
65,129.66		83,552.80		73,589.56					
60,654.55		63,725.91		70,759.55					
72,410.40		82,035.76		87,422.12					
61,238.41		74,624.13		77,125.20					
61,576.21		67,488.41		64,696.22					
67,511.74		68,102.58		73,616.14					
64,914.75		60,737.74		63,696.00					
70,226.52		65,764.33		76,904.90		_			
\$ 806,951.54	\$	868,314.80	\$	904,082.25	\$	168,010.74	\$	4,392.06	2.7%
1%		8%		4%					•
	825,000.00 75,408.30 73,288.22 65,817.43 68,775.35 65,129.66 60,654.55 72,410.40 61,238.41 61,576.21 67,511.74 64,914.75 70,226.52	825,000.00 75,408.30 73,288.22 65,817.43 68,775.35 65,129.66 60,654.55 72,410.40 61,238.41 61,576.21 67,511.74 64,914.75 70,226.52 \$ 806,951.54 \$	825,000.00 75,408.30 75,797.68 73,288.22 74,411.17 65,817.43 76,989.74 68,775.35 75,084.55 65,129.66 83,552.80 60,654.55 63,725.91 72,410.40 82,035.76 61,238.41 74,624.13 61,576.21 67,488.41 67,511.74 68,102.58 64,914.75 60,737.74 70,226.52 \$868,314.80	825,000.00 825,000.00 75,408.30 75,797.68 73,288.22 74,411.17 65,817.43 76,989.74 68,775.35 75,084.55 65,129.66 83,552.80 60,654.55 63,725.91 72,410.40 82,035.76 61,238.41 74,624.13 61,576.21 67,488.41 67,511.74 68,102.58 64,914.75 60,737.74 70,226.52 65,764.33 \$ 806,951.54 \$ 868,314.80 \$	825,000.00 825,000.00 833,250.00 75,408.30 75,797.68 81,938.67 73,288.22 74,411.17 81,680.01 65,817.43 76,989.74 72,612.81 68,775.35 75,084.55 80,041.07 65,129.66 83,552.80 73,589.56 60,654.55 63,725.91 70,759.55 72,410.40 82,035.76 87,422.12 61,238.41 74,624.13 77,125.20 61,576.21 67,488.41 64,696.22 67,511.74 68,102.58 73,616.14 64,914.75 60,737.74 63,696.00 70,226.52 65,764.33 76,904.90 \$ 806,951.54 \$ 868,314.80 \$ 904,082.25	825,000.00 825,000.00 833,250.00 75,408.30 75,797.68 81,938.67 73,288.22 74,411.17 81,680.01 65,817.43 76,989.74 72,612.81 68,775.35 75,084.55 80,041.07 65,129.66 83,552.80 73,589.56 60,654.55 63,725.91 70,759.55 72,410.40 82,035.76 87,422.12 61,238.41 74,624.13 77,125.20 61,576.21 67,488.41 64,696.22 67,511.74 68,102.58 73,616.14 64,914.75 60,737.74 63,696.00 70,226.52 65,764.33 76,904.90 \$ 806,951.54 \$ 868,314.80 \$ 904,082.25 \$	825,000.00 825,000.00 833,250.00 868,000.00 75,408.30 75,797.68 81,938.67 72,539.87 73,288.22 74,411.17 81,680.01 95,470.87 65,817.43 76,989.74 72,612.81 68,775.35 75,084.55 80,041.07 65,129.66 83,552.80 73,589.56 60,654.55 63,725.91 70,759.55 72,410.40 82,035.76 87,422.12 61,238.41 74,624.13 77,125.20 61,576.21 67,488.41 64,696.22 67,511.74 68,102.58 73,616.14 64,914.75 60,737.74 63,696.00 70,226.52 65,764.33 76,904.90 \$ 806,951.54 \$ 868,314.80 \$ 904,082.25 \$ 168,010.74	825,000.00 825,000.00 833,250.00 868,000.00 \$ 75,408.30 75,797.68 81,938.67 72,539.87 \$ 73,288.22 74,411.17 81,680.01 95,470.87 \$ 65,817.43 76,989.74 72,612.81 72,612.81 72,612.81 72,612.81 72,612.81 72,612.81 72,612.81 72,612.81 72,612.81 72,612.81 72,612.81 73,589.56 73,589.56 73,589.56 73,589.56 73,589.56 73,740.42 74,624.13 77,759.55 72,410.40 82,035.76 87,422.12 74,624.13 77,125.20 74,624.13 77,125.20 61,576.21 67,488.41 64,696.22 67,511.74 68,102.58 73,616.14 73,616.14 74,624.13 76,904.90 70,226.52 65,764.33 76,904.90 76,904.90 76,904.90 \$ 806,951.54 \$ 868,314.80 \$ 904,082.25 \$ 168,010.74 \$ 168,010.74 \$ 168,010.74 \$ 168,010.74 \$ 168,010.74 \$ 168,010.74 \$ 168,010.74 \$ 168,010.74 \$ 168,010.74 \$ 168,010.74 \$ 168,010.74 \$ 168,010.74 \$ 168,010.74 \$ 168,010.74 \$ 168,010.74 \$ 168,010.74 \$ 168,010.74	825,000.00 825,000.00 833,250.00 868,000.00 \$ 34,750.00 75,408.30 75,797.68 81,938.67 72,539.87 \$ (9,398.80) 73,288.22 74,411.17 81,680.01 95,470.87 \$ 13,790.86 65,817.43 76,989.74 72,612.81 72,612.81 72,612.81 72,612.81 72,612.81 72,612.81 72,612.81 72,612.81 72,612.81 72,612.81 72,612.81 72,612.81 72,612.81 72,612.81 72,612.81 73,589.56 73,589.56 73,589.56 72,410.40 82,035.76 87,422.12 72,410.40 82,035.76 87,422.12 72,410.40 82,035.76 87,422.12 74,624.13 77,125.20 71,125.20 61,576.21 67,488.41 64,696.22 67,511.74 68,102.58 73,616.14 73,616.14 73,616.14 74,624.13 76,904.90 70,226.52 65,764.33 76,904.90 76,904.90 \$ 4,392.06

		FY13/14		FY14/15		FY15/16		FY16/17		\$ Difference	% Difference
State Shared Re	venu	es (Shared Sales	, Ir	come, VLT)					•		
Budgeted	Ś	1,175,500.00	Ś	1,254,350.00	Ś	1,341,249.00	Ś	1,353,930.00	\$	12,681.00	1%
July	•	90,588.34	•	109,540.19	•	110,983.17	•	110.151.09	Ś	(832.08)	-1%
August		114,769.60		105,637.62		110,993.64		113,710.24	Ś	2,716.60	2%
September		100,722.29		107,710.80		109,256.54		·	·	_,	
October		89,595.00		109,211.16		108,175.85					
November		97,636.35		103,218.16		109,693.85					
December		99,180.30		106,977.91		109,461.53					
January		108,628.36		112,863.23		114,734.91					
February		98,576.70		103,894.82		108,421.49					
March		101,220.15		112,570.30		114,182.48					
April		109,536.36		113,754.87		117,267.49					
May		105,459.03		110,273.94		113,040.71					
June		103,690.83		113,597.72		111,448.18					
Totals	\$	1,219,603.31	\$	1,309,250.72	\$	1,337,659.84	\$	223,861.33	\$	1,884.52	0.8%
% Change		6%		7%		2%					

	FY13/14	FY14/15	FY15/16	FY16/17	\$ Difference	% Difference
HURF Revenues					 +	70 Billerence
Budgeted	\$ 832,250.00	\$ 823,250.00	\$ 949,914.00	\$ 974,120.00	\$ 24,206.00	3%
July	72,260.83	78,266.25	83,083.71	83,975.14	\$ 891.43	1%
August	69,021.33	78,810.40	80,998.95	81,889.90	\$ 890.95	1%
September	69,381.62	74,686.28	77,252.50			
October	68,944.02	71,951.73	78,597.14			
November	64,292.70	70,338.12	71,844.81			
December	65,933.21	65,329.77	72,304.27			
January	67,631.65	70,945.13	73,783.15			
February	67,521.96	68,915.20	71,770.43			
March	72,368.30	77,230.49	81,315.83			
April	82,481.52	87,483.83	91,978.41			
May	75,631.48	82,390.14	84,710.18			
June	81,831.47	88,964.42	91,024.60			
Totals	\$ 857,300.09	\$ 915,311.76	\$ 958,663.98	\$ 165,865.04	\$ 1,782.38	1.1%
% Change	2%	7%	5%			









MEMORANDUM

To:

Honorable Mayor & Council

From:

Tami Ryali

Date:

15 September 2016

Subject:

Authorization to request a Health Insurance Premium

Holiday from the Rural Arizona Group Health Trust

The Town is a member of the Rural Arizona Group Health Trust (RAGHT), a self-funded health insurance trust. RAGHT maintains a reserve fund to cover claims in excess of their forecast. RAGHT also purchases a catastrophic policy that covers any large claims over \$150,000, essentially capping their exposure.

Each year, the actuarial firm that reviews RAGHT's rates establishes a recommended reserve balance. For the past several years, RAGHT has been maintaining a reserve balance in excess of the amount set by their actuary. Because RAGHT is a self-funded trust, each of the member agencies actually "owns" a portion of this reserve surplus.

Earlier this year, the Town was successful in gaining support from the other RAGHT member agencies to re-align these surplus fund reserves and return a portion to each agency. To maintain a very conservative approach, the RAGHT Board of Directors authorized each entity to take a premium holiday using up to 50% of their individual fund surplus. The Town of Eagar is eligible to receive a \$37,307 credit toward our premium payments.

If the Town elects to request this premium holiday, we would deposit the \$37,307 into our LGIP account and add it to our Town reserves rather than leaving it with RAGHT.

EAGAR POLICE DEPARTMENT MEMORANDUM

TO: FROM:

Mayor and Members of the Town Council Mike Sweetser, Interim Chief of Police

DATE:

September 20, 2016

SUBJECT:

Vehicle donation to Northeast Arizona Training Center

CC:

Tami Ryall

There has been a request for retired police vehicle donations for the Northeast Arizona Training Center located in Snowflake. The training center provides a police academy as well as police and fire training for agencies of in the White Mountain area.

The vehicles are used for driver training for new recruits and for refresher courses for certified officers. Once the vehicles are worn out, they are then used for fire fighter training in reference to area of extradition and any other needs.

With the purchase of the 2016 police vehicle we are retiring a 2000 Crown Victoria (fleet #122) with over 150,000 miles on it and a lot of minor issues. The vehicle was slated to be auctioned, but I feel it would be much more advantageous of the Town of Eagar to donate the vehicle to training center in order to get additional use out of it that will benefit both sectors of public safety in our area.

I have attached a copy of the letter from Director Bishop of the training center. I am requesting Town Council approve the donation of the 2000 Crown Victoria (fleet # 122) to the Northeast Arizona Training Center.

MGS:ms

Attachments: Copy of Letter from Director Bishop



NORTHEAST ARIZONA TRAINING CENTER

"Training Emergency Professionals for Public Service"

September 13, 2016

Mike Sweetser, Interim Chief of Police Eagar Police Department PO Box 1300 Eagar, AZ 85925

Dear Chief Sweetser,

I would like to take this opportunity to thank you and the Town of Eagar for their generous offer to donate a used 2000 Ford Crown Victoria police unit to the Northeast Arizona Training Center.

As you are aware, we train police recruits who attend the Northland Pioneer College Northeastern Arizona Law Enforcement Training Academy (NALETA) here at NATC and our partnerships with the local police agencies enables us to be able to obtain used equipment whenever possible.

The donation of this vehicle will go a long way to help provide a vehicle that will be used for defensive driving courses and also various field problems throughout the academy. Thanks again.

Sincerely,

Stuart Bishop

Director, NPC Northeastern AZ Law Enforcement Academy



MEMORANDUM

To:

Honorable Mayor & Council

From:

Tami Ryall

Date:

28 September 2016

Subject:

Public Auction to Purchase Rec Center

The Eagar Rec Center complex is located on land leased from the Arizona State Land Department (AZSLD). The Town has been working with AZSLD to purchase the property and a public auction is scheduled for 11:00 a.m. on Thursday, October 27, at the Apache County Courthouse in St. Johns. The land has been appraised at \$65,000 and consists of 17.70 acres. The value of the improvements was appraised at \$170,000. As the owner of the improvements, the Town will only be required to purchase the land. Any other bidder will be required to purchase both the land and improvements, with the Town receiving \$170,000 for the value of the improvements.

At the auction, the Town must have a cashier's check to AZSLD for \$21,800. This includes 25% of the value of the land and the required administrative fees. A balance of \$46,582.60 is due within 30 days.

STATE LAND DEPARTMENT OF THE STATE OF ARIZONA BEFORE THE STATE LAND COMMISSIONER

IN THE MATTER OF APPLICATION TO
PURCHASE NO. 53-118314 FOR THE STATE
LAND DESCRIBED AS:

M&B IN W2SW OF SECTION 1, TOWNSHIP 8
NORTH, RANGE 29 EAST, G&SRM, APACHE
COUNTY, ARIZONA, CONTAINING 17.70
ACRES, MORE OR LESS.

APPLICANT: TOWN OF EAGAR

ORDER NO. 001 -2016/2017

AUTHORIZATION OF SALE
AND ORDER CLOSING LAND TO
ENTRY AND LOCATION

APPLICANT: TOWN OF EAGAR

The State Land Commissioner authorizes the sale of the subject lands and improvements (if applicable) according to the provisions of the law, for not less than the appraised value, with additional conditions made part of the subject sale, and on file at the Department.

The State Land Commissioner has determined that the interests of the State will not be prejudiced by the sale.

IT IS ORDERED, that the lands and improvements (if applicable) as referenced in the caption of this Order, be sold to the highest and best bidder at public auction.

IT IS FURTHER ORDERED, that pursuant to A.R.S. § 37-231(E)(2), any mineral rights reserved to the State in the subject lands shall be closed to entry and location as a mineral claim or claims, effective the date of this Order, provided that the State Land Department may issue, upon application, mineral prospecting permits embracing the reserved mineral rights when such issuance is deemed in the best interest of the state. If the subject land is not sold within six (6) months of the date this order is issued. IT IS ORDERED, that any mineral rights reserved to the State in the subject lands shall automatically be opened to entry and location as a mineral claim or claims.

GIVEN under my hand and the official seal of the Arizona State Land Department this <u>3rd</u> day of August, 2016.



LISA A. ATKINS Commissioner

by:

3

5

Order 001 -2016/2017 Authorization of Sale 53-118314 Page 2

Notice of Appealable Agency Action

This is an appealable agency action. Pursuant to A.R.S. § 41-1092.03(B), if a party is directly or adversely affected by this decision, the party may request a hearing within thirty (30) days of the date the notice is received. A request for a hearing must be in writing and filed with the Department, and must state the appellant's name and address, the specific action or actions of the Department which are the basis of the hearing request, and a concise statement of the reasons for this appeal. The appellant also has the right to an informal settlement conference pursuant to A.R.S. § 41-1092.06(A), if it is requested in writing and filed with the Department no later than twenty (20) days before the hearing.

Pursuant to Rule 31(d)(11) of the Arizona Supreme Court, in proceedings before the Office of Administrative Hearings, a legal entity may be represented by a full-time officer, partner, member or manager of a limited liability company, or employee, provided that: the legal entity has specifically authorized such person to represent it in the particular matter; such representation is not the person's primary duty to the legal entity, but secondary or incidental to other duties relating to the management or operation of the legal entity; and the person is not receiving separate or additional compensation (other than reimbursement for costs) for such representation.

The request must be sent to the Arizona State Land Department, Attention: Director of Administration, 1616 West Adams Street, Phoenix, AZ 85007. If the request for a hearing is not timely filed, the decision of the Commissioner may be final and not subject to further review.

In accordance with Title II of the Americans with Disabilities Act (ADA), the Arizona State Land Department does not discriminate on the basis of disability in the provision of its programs, services and activities. Persons with a disability may request a reasonable accommodation such as a sign language interpreter, by contacting the Department's ADA Coordinator at (602) 542-2636. Request should be made as early as possible to allow time to arrange the accommodation.

Copy of the foregoing mailed/delivered this <u>3rd</u> day of August, 2016 to:

Certified No. 9171 9690 0935 0103 4906 68 23-117185-03

Town of Eagar Attn: Tami Ryall P.O. Box 1300 Eagar, AZ 85925-1300

Order 001 -2016/2017 Authorization of Sale 53-118314 Page 3

Copy to:

Minerals Section

Water Rights Section
Planning and Engineering Section
Right of Way Section
Public Notice Board File Nos. 53-118314

23-117185-03

MAR BAUL

ARIZONA STATE LAND DEPARTMENT 1616 WEST ADAMS STREET PHOENIX, ARIZONA 85007

PUBLIC AUCTION SALE NO. 53-118314

Pursuant to A.R.S. Title 37, notice is hereby given that the state of Arizona through its Arizona State Land Department (herein called ASLD), will sell at Public Auction to the highest and best bidder at 11:00 a.m. on Thursday, October 27, 2016, at the north entrance steps of the Apache County Courthouse, 70 West 3rd Street South, St. Johns, Arizona, trust lands situated in Apache County to wit:

TOWNSHIP 8 NORTH, RANGE 29 EAST, G&SRM, APACHE COUNTY, ARIZONA

PARCEL: M&B IN W2SW, SECTION 1, CONTAINING 17.70 ACRES, MORE OR LESS

LOCATION: EAST OF PARK PLACE AND U.S. ROUTE 180, EAGAR, ARIZONA

BENEFICIARY: PERMANENT COMMON SCHOOLS (INDEMNITY SELECTIONS)

For a complete legal description of the land, prospective bidders are advised to examine the purchase application file as well as all pertinent files of ASLD.

The land has been appraised at \$65,000.00 and consists of 17.70 acres, more or less. The appraised value of the improvements is \$170,000.00. The owner of the improvements is Town of Eagar. A complete list of the improvements is available for viewing at ASLD.

The above described lands are sold subject to existing reservations, easements, or rights of way.

The ASLD does not represent or warrant that access exists over lands, which may intervene respectively between the above parcel(s) and the nearest public roadway.

The complete file associated with the described land is open to public inspection at the ASLD, 1616 West Adams Street, Phoenix, Arizona, from 8:00 a.m. to 4:30 p.m., exclusive of holidays and weekends. Please direct any questions regarding this Public Auction to the Real Estate Division of ASLD at (602) 542-3000. This auction notice is available on the ASLD's web site at www.azland.gov.

Pursuant to the provisions of A.R.S. §37-231, the state of Arizona or its predecessor in title, reserve and retain all rights and all forms of access to all oil, gas, minerals, hydrocarbon substances and gaseous substances or any other material which is essential to the production of fissionable materials as provided by the rules and regulations of ASLD and the laws of Arizona.

Each potential bidder must show ASLD's representative a cashier's check made payable to the Arizona State Land Department in the amount specified under Terms of Sale Paragraph (A) below.

TERMS OF SALE:

- (A) At the time of auction the successful bidder must pay the following by a cashier's check: (1) 25% of the appraised value of the land, which is \$16,250.00; (2)(a) A Selling and Administrative Fee of 3% of the appraised value of the lands, which is \$1,950.00; (b) A Selling and Administrative Fee of the lesser of \$5,000.00 or 2% of the appraised value of the reimbursable improvements, which is \$3,400.00; (3) 10% of the appraised value of the improvements, which is \$17,000.00; (4) Reimbursable Estimated Advertising Fee which is \$5,000.00; (5) Reimbursable Appraisal Fee which is \$5,400.00; (6) Reimbursable Costs and Expenses, not to exceed \$10,000.00; (7) Patent Fee of \$200.00. The total amount due at the time of sale is \$59,200.00 (less \$37,400.00 if the successful bidder is the applicant and owner of the improvements, for a total amount due of \$21,800.00).
- (B) Within 30 days after the auction date the successful bidder must pay the full balance of the amount bid for the land and pay a Selling and Administrative Fee of 3% of the purchase price, less the amount paid under (A)(2)(a) above.
- (C) Within 30 days after the auction date the successful bidder must pay the full balance of the amount owed for the improvements less the amount paid under (A)(3) above. If the successful bidder is the owner of the improvements no payment for the improvements is due.
- (D) Within 30 days after the auction date the successful bidder must pay the actual legal advertising cost, less the amount paid under (A)(4) above.

ADDITIONAL CONDITION(S):

The patent for the subject property shall include the following conditions and restrictions:

- (1) All bidders are hereby notified that there may be Register Eligible Site or Sites located within the subject property, which could include information significant in this state's history, architecture, archaeology or culture and may meet eligibility criteria, which the Arizona State Parks Board has established for listing on the Arizona Register of Historic Places, or which meet eligibility criteria for listing on the National Register of Historic Places. If ground-disturbing activities will or may impact one or more Register Eligible Site or Sites, purchaser shall consult with the State Historic Preservation Office and otherwise take such actions as are necessary to avoid, preserve, protect, or mitigate impacts on the Register Eligible Site or Sites. In the event that avoidance, preservation and protection of the Register Eligible Site or Sites cannot be accomplished, purchaser shall ensure a Data Recovery Plan is developed in consultation with and acceptable to, the Arizona State Museum and the State Historic Preservation Office, or their successor agencies, and the Data Recovery is implemented and completed prior to the Register Eligible Site or Sites being affected. The artifacts and records recovered from the property shall be curated according to the Arizona State Museum (ASM) Conservation and Curation Standards as established in rules implementing the Arizona Antiquities Act. These conditions shall run with the land, and be binding on the purchaser's heirs, successors and assigns.
- (2) The use of the subject property shall be restricted to Municipal Recreation purposes only. In the event the lands cease to be put to the above referenced purpose, said real property shall immediately revert to the State Trust from which they are hereby conveyed. Said reversion may be confirmed through judicial proceedings instituted by

or on behalf of any officer or employee of the State of Arizona in a court of general jurisdiction of the State. The interest conveyed by this patent is a fee simple determinable, not a fee simple subject to a condition subsequent.

BIDDING INFORMATION:

- (A) The time of sale shall be deemed to be the time of declaration of the highest and best bidder. The bidding will begin at the total appraised value of \$65,000.00. A bid for less than the appraised value of the land or by a party who has not inspected the land and/or the associated files and records of ASLD will not be considered. Additional bidding increments shall be a minimum of \$5,000.00 thereafter. Bidding will be conducted orally.
- (B) All bidders must sign an affidavit stating that they have undertaken due diligence in preparation for the auction, that their representative is authorized to bid and bind the bidder and that they are purchasing the property AS IS. It is the bidder's responsibility to research the records of local jurisdictions, all ASLD files pertinent to the purchase application file including the purchase application file, and all other public agencies regarding this property. Notice is hereby given that the property shall be purchased in an "AS-IS" condition "WITH ALL FAULTS", with no representation or warranty being made by ASLD of any type or nature. All bidders shall acknowledge and agree pursuant to the aforementioned affidavit that they are purchasing the property solely upon the basis of their own due diligence and investigation of the property and not on the basis or any representation, express or implied, written or oral, made by ASLD or its agents or employees, except as set forth in writing herein. Without limiting the generality of the forgoing, notice is hereby given that ASLD makes no warranty as to the following: (a) the physical condition or any other aspect of the property, including, but not limited to, the uses to which the property may be put, the ability to construct additional improvements or modify existing improvements on any portion of the property or the ability to obtain building permits for any portion of the property, the conformity of the property to past, current or future applicable landscaping, parking, zoning or building code requirements, the existence of soil instability, past soil repairs, soil additions or conditions of soil fill, susceptibility to landslides, sufficiency of undershoring, water retention characteristics of the property, drainage onto or off of the property, the location of the property either wholly or partially in a flood plain or a flood hazard boundary or similar area, or any other matter affecting the stability or integrity of the land or any improvements constituting the property; or (b) the sufficiency of the property for purchaser's purposes or as to its continued operating conditions or usefulness. All implied warranties, including, without limitation, WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, are hereby expressly disclaimed. This notice shall survive the delivery of the Certificate of Purchase and Patent for the subject property.
- (C) Pursuant to A.R.S. §37-240(B), the successful bidder must be authorized to transact business in the state of Arizona no later than ten (10) business days after the auction. The successful bidder must sign an affidavit stating it is the successful bidder and sign a Certification Statement pursuant to A.R.S. Title 37 and the Rules of ASLD.
- (D) If the successful bidder fails to complete the payments as stated in the auction notice together with the additional required fees within 30 days from the auction date, all amounts paid at the time of auction by the successful bidder will be forfeited.

(E) In the event of forfeiture, the ASLD Commissioner may declare that the bid placed before the final bid accepted is the highest bid, and that the bidder has five (5) business days after notification by ASLD to pay by cashier's check all amounts due.

GENERAL INFORMATION:

The ASLD may cancel this auction in whole or in part at any time prior to the acceptance of a final bid.

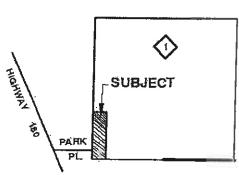
A protest to this sale must be filed within 30 days after the first day of publication of this announcement and in accordance with A.R.S. §37-301.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter, by contacting the ADA Coordinator, at (602) 542-2636. Requests should be made as early as possible to allow time to arrange the accommodation.

Max D. Masel (for) Lisa A. Atkins State Land Commissioner



B/2/14 Date



Disclaimer: This map is designed for general overview purposes only. Unless otherwise stated all depictions are approximate. Prospective bidders should review all information in ASLD's records relating to the property and seek technical or legal advice as needed to assure the understanding of all legal descriptions, plat maps, surveys, and other documents relevant to the property. Contact ASLD, Real Estate Division at (602) 542-3000 for additional information.



To: Honorable Mayor and Council

CC: Tami Ryall, From: Frank Adams Date: 9/27/2016

Re: 2016 AZ Department of Homeland Security Grant Award

On 9/26/16 Eagar Fire Department received notice that it had been awarded \$15,000 towards the purchase of 20 hand held radios. The grant application was submitted as a regional grant that included Eagar Fire Department, Greer Fire District, and Springerville Fire Department. The 20 hand held radios purchased with this grant will be distributed among the three agencies. The awarded grant is 100% reimbursable to the Town upon completion of the project.

Attached is the award notice.

I feel this is a good opportunity for the Town to upgrade some of the radios used by the Fire Department.

Frank Adams

Fire Chief



State of Arizona **Department of Homeland Security**



September 23, 2016

Frank Adams
Eagar Fire Department
111 N. Butler
Eagar, AZ 85925-1300

Subject: FFY 2016 Homeland Security Grant Program Award

Subrecipient Agreement Number: 160101-01

Project Title: Portable radio and SCBA bottles project

Dear Frank Adams,

The application that your agency submitted to the Arizona Department of Homeland Security (AZDOHS) for consideration under the Homeland Security Grant Program has been awarded. The project titled "Portable radio and SCBA bottles project" has been partially funded under the 2016 State Homeland Security Grant Program for \$15,000. The grant performance period is October 1, 2016 through September 30, 2017. This grant program is part of the U.S. Department of Homeland Security Grant Program and specifically is awarded under CFDA #97.067 (Catalog of Federal Domestic Assistance). Your application will be kept on file for additional funding consideration if reallocation funding becomes available.

To access your award documentation:

 Log-in to <u>azdohsgrants.az.gov/user</u>. A username/password was provided to you/your staff during the application phase. If you no ionger have your username/password, please contact your Strategic Planner for assistance.

To initiate the award process:

The following action items must be downloaded, completed, signed and returned to AZDOHS:

- 1. Project Administration Page Print and sign one original.
- 2. Two Subrecipient Agreements Print and sign two original Subrecipient Agreements
- 3. NIMS Compliance Certification Complete and sign one original certification.
- 4. Environmental and Historic Preservation (EHP) required documentation, if applicable (see enclosed EHP Designation Letter).

Hard copies of the Project Administration Page, Subrecipient Agreement, NIMS Compliance Certification and EHP letter will **not** be mailed to you. These items must be completed and on file at AZDOHS in order for your agency to be eligible for reimbursement. **If all documentation listed in numbers 1, 2, 3 and 4 (if applicable), above is not signed and received by AZDOHS on or before January 31, 2017, this award is rescinded and the funds will be reallocated.**

Additional grant requirements:

- Reimbursements are limited to approved quantities and funding thresholds.
- If your project requires an Environmental and Historic Preservation (EHP) review, this must be completed, submitted and approved by FEMA/AZDOHS prior to any expenditure of funds.
- All radio equipment purchased with Homeland Security funds should be P25 capable, comply with SAFECOM Guidance, and the Land Mobile Radio Minimum Equipment Standards as approved by the Statewide

1700 West Washington Street Suite 210 Phoenix, Arizona 85007 Office: (602) 542-7013 Fax: (602) 542-1729 <u>www.azdohs.gov</u>



State of Arizona **Department of Homeland Security**



Director Gilbert M. Orrantia

Interoperability Executive Committee (SIEC), and be programmed in accordance with the Arizona State Interoperable Priority Programming Guide.

- Subrecipients are subject to the AZDOHS Site Monitoring Program.
- Quarterly programmatic reports must be submitted on the most recent form/template available on the AZDOHS website.
- Consultants/Trainers/Training Providers costs must be within the prevailing rates; must be obtained under consistent treatment with the procurement policies of the subrecipient and 2 CFR 200; and shall not exceed the maximum of \$450 per day per consultant/trainer/training provider unless prior written approval is granted by the AZDOHS.
- Terrorism Liaison Officer (TLO) Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Response
 Vehicles purchased with Department of Homeland Security Grant Program funding must be assigned to and
 used by certified TLOs working with the Arizona Counter Terrorism Information Center (ACTIC).
 - Persons receiving TLO vehicles shall be available to respond to incidents and events on a "call out" basis
 and shall be available for regional and statewide deployment for TLO operations and training.
 - TLO equipment and/or services purchased or maintained with Department of Homeland Security Grant Program funding will be assigned to and used by certified TLOs working with the ACTIC TLO Program. This equipment may include: radios, computers, cell phones, cellular and satellite service fees, open source data services, cameras, GPS devices and any other equipment needed to complete the TLO mission.
- All reimbursements for personnel costs must be in compliance with AZDOHS Time and Effort Reporting requirements available on the AZDOHS website.
- Per 2 CFR 200 Subpart F, Subrecipients who expend \$750,000 or more in Federal dollars in the previous fiscal year and subsequent years within the period of performance are required to submit an electronic copy of their annual Single Audit (formerly known as OMB Circular A-133 Audits of States, Local Governments and Nonprofit Organizations). Subrecipients shall submit their annual Single Audit to audits@azdohs.gov within 9 months after the close of the fiscal year. If a Subrecipient does not expend more than \$750,000 a statement must be submitted in writing to audits@azdohs.gov identifying that they did not meet the threshold and therefore do not have to conduct a Single Audit. The AZDOHS reserves the right to withhold reimbursement payments or future subrecipient agreements until the Single Audit or statement has been received and, if applicable, an approved action plan for compliance has been completed.
- The FFY 2016 federal award date as indicated in the U.S. DHS award package is 8/12/2016 with a total amount of funding of \$21,798,000. The Federal Award Identification Number is EMW-2016-SS-00119-S01.
- AZDOHS reserves the right to request additional documentation at any time.

If you should have any questions, please do not hesitate to contact your Strategic Planner.

Congratulations on your Homeland Security Grant Program award.

that M. Onarts

Sincerely,

Gilbert M. Orrantia

Director

Cc: Frank Adams

EAGAR POLICE DEPARTMENT MEMORANDUM

TO:

Mayor and Members of the Town Council

FROM:

Mike Sweetser, Chief of Police

DATE:

September 27, 2016

SUBJECT:

Resolution for grant awards

CC:

Tami Ryall

On September 26, 2016 an email notice from the Arizona Governor's Office of Highway Safety was received that the verbiage in Resolutions 2016-12 and 2016-13 required a change. The following shows the required change requested within the resolutions:

Original resolutions verbiage

WHEREAS, the Town of Eagar, Apache County through the Eagar Police Department, has been awarded funding in the form of reimbursable grants from the National Highway Traffic and Safety Administration;

New resolutions verbiage

WHEREAS, the Town of Eagar, Apache County through the Eagar Police Department, has been awarded funding in the form of reimbursable grants from the Arizona Governor's Office of Highway Safety:

I am requesting Council approval of Resolutions 2016-16 and 2016-17 with the new verbiage in order to enter into contracts 2017-405d-007 and 2017-PT-015 with the Arizona Governor's Office of Highway Safety . If you have any questions please do not hesitate to contact me.

MGS:ms

RESOLUTION NO. 2016-16

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF EAGAR, COUNTY OF APACHE, STATE OF ARIZONA, PERTAINING TO THE SUBMISSION OF PROJECTS FOR CONSIDERATION IN ARIZONA'S FFY 2017 HIGHWAY SAFETY PLAN ACCEPTING THE NO MATCH GRANT FUNDING AND APPROVAL OF EXPENDING FUNDS IN ACCORDANCE WITH THIS GRANT.

WHEREAS, the Governor's Office of Highway Safety is seeking proposals from state and local agencies for projects relating to all aspects of highway safety; and

WHEREAS, the Town of Eagar, Apache County through the Eagar Police Department, has been awarded funding in the form of reimbursable grants from the Arizona Governor's Office of Highway Safety;

NOW THEREFORE, BE IT RESOLVED THAT the Mayor and Town Council of the Town of Eagar, Arizona as follows:

- 1. THAT acceptance of the grant funding for Arizona's FFY 2017 Highway Safety Plan is granted.
- 2. THAT, Michael Sweetser, Chief of Police is the appointed agent for the Town of Eagar, Apache County to conduct all negotiations and to execute and submit all documents and any other necessary or desirable instruments in connection with such grant, Contract No. 2017-405d-007.

Passed and adopted by the Mayor and Council of the Town of Eagar, Arizona this 4th day of October 2016.

ATTEST:	APPROVED:
Eva M. Wilson, Town Clerk	Bryce Hamblin, Mayor

CERTIFICATION

I HEREBY CERTIFY that the above and foregoing Amended Resolution No. 2016-16 was duly passed and
adopted by the Council of the Town of Eagar, Arizona, at a regular meeting held on the 4th day of
October, 2016 and that a quorum was present thereat.

	Eva M. Wilson, Town Clerk	
APPROVED AS TO FORM:		
Douglas E. Brown, Town Attorney		

RESOLUTION NO. 2016-17

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF EAGAR, COUNTY OF APACHE, STATE OF ARIZONA, PERTAINING TO THE SUBMISSION OF PROJECTS FOR CONSIDERATION IN ARIZONA'S FFY 2017 HIGHWAY SAFETY PLAN ACCEPTING THE NO MATCH GRANT FUNDING AND APPROVAL OF EXPENDING FUNDS IN ACCORDANCE WITH THIS GRANT.

WHEREAS, the Governor's Office of Highway Safety is seeking proposals from state and local agencies for projects relating to all aspects of highway safety; and

WHEREAS, the Town of Eagar, Apache County through the Eagar Police Department, has been awarded funding in the form of reimbursable grants from the Arizona Governor's Office of Highway Safety;

NOW THEREFORE, BE IT RESOLVED THAT the Mayor and Town Council of the Town of Eagar, Arizona as follows:

- 1. THAT acceptance of the grant funding for Arizona's FFY 2017 Highway Safety Plan is granted.
- 2. THAT, Michael Sweetser, Chief of Police is the appointed agent for the Town of Eagar, Apache County to conduct all negotiations and to execute and submit all documents and any other necessary or desirable instruments in connection with such grant, Contract No. 2017-PT-015.

Passed and adopted by the Mayor and Council of the Town of Eagar, Arizona this 4th day of October 2016.

ATTEST:	APPROVED:	
Eva M. Wilson, Town Clerk	Bryce Hamblin, Mayor	

CERTIFICATION

	g Amended Resolution No. 2016-17 was duly passed and Arizona, at a regular meeting held on the 4th day of thereat.
	Eva M. Wilson, Town Clerk
APPROVED AS TO FORM:	

Douglas E. Brown, Town Attorney



September 28, 2016

TO: Mayor and Council

FROM: Jeremiah D. Loyd, P.E., CFM

Community Development Administrator

THROUGH: Tami Ryall

RE: Approval to enter into an Intergovernmental Agreement with the

USFS for the construction of the 12th St Trailhead Parking Lot

The 12th Street Trailhead is a popular trail immediately adjacent to the Town's municipal boundary. At times parking at the trailhead becomes an issue, especially for equestrian users and during monsoon season. The Town submitted a grant application in the amount of \$69,245 to the United States Forest Service in late November of 2015. The grant was approved by the Resource Advisory Committee on 7/13/16 in the amount of \$68,187.39 to construct the improvements to the 12th Street trailhead parking lot. An in-kind match of \$36,1216.70 brings the total project funding to \$109,149.09 for the construction of the improvements and future monitoring activities. We are requesting approval to enter into the IGA with the Forest Service to fund the construction of the project.

If you have any questions please call 928-333-4128 Ext. 228.

Respectfully,

Jeremiah D. Loyd, P.E., CFM



FS Agreement No.	17-PA-11030114-002
Cooperator Agreement No.	

PARTICIPATING AGREEMENT Between The TOWN OF EAGAR ARIZONA And The UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE APACHE-SITGREAVES NATIONAL FORESTS

This PARTICIPATING AGREEMENT is hereby entered into by and between the Town of Eagar Arizona, hereinafter referred to as "Town of Eagar," and the United States Department of Agriculture (USDA), Forest Service, Apache-Sitgreaves National Forests, hereinafter referred to as the "U.S. Forest Service," under the authority: Secure Rural Schools and Community Self Determination Act of 2000, Public Law 106-393, U.S.C. 500, as reauthorized and amended.

Background: The Flattop Trailhead is one of three trailhead facilities that supports the Murray Basin Trail System. This system is comprised of ten separate trails, approximately eighteen miles in length, each offering a different challenge and experience. The trails are open to hikers, bikers, and horseback riders. Being located in Pinyon-Juniper woodland and open meadow allows the trails to be open for year round use. Flattop Mountain offers views of Eagar/Springerville, the volcanic cinder cones, and the Little Colorado River. The Flattop trailhead is located approximately 3 miles from the stoplight in Eagar and is close to many single family residences. Currently the Flattop Trailhead will accommodate four vehicles, has a narrow entrance that will only allow for one-way traffic and will not accommodate vehicles with horse trailers. As a result of its size and limited space, users are parking on the adjacent 12th Street which is causing traffic and drainage issues for the Town of Eagar.

Title: Flattop Trailhead Parking Lot

I. PURPOSE:

The purpose of this agreement is to document the cooperation between the parties to improve the Flattop Trailhead in accordance with the following provisions and the hereby incorporated Financial Plan, attached as Exhibit A.



II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

The Forest Service and the Town of Eagar are partnering in the improvement of the Flattop Trailhead. The trailhead improvement will help resolve parking issues located on 12th Street that effects both the Town of Eagar and the Forest Service. With this larger parking area the Forest Service will be able to meet the increasing demand for additional parking space for the Murry Basin Trail System. It will also allow the Town of Eagar to promote the trail system as a hiking experience close to town. This is anticipated to increasing tourism to the local economy. The adequate area will help encourage responsible use of the existing trail system. The improvements will also to help mitigate drainage and erosion issues on forest and town lands. This will reduce the need for additional maintenance needs on 12th Street for the Town of Eagar.

In consideration of the above premises, the parties agree as follows:

III. TOWN OF EAGAR SHALL:

A. <u>LEGAL AUTHORITY</u>. The Town of Eagar shall have the legal authority to enter into this agreement, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the non-Federal share of project costs, when applicable.

IV. THE U.S. FOREST SERVICE SHALL:

A. PAYMENT/REIMBURSEMENT. The U.S. Forest Service shall reimburse the Town of Eagar for the U.S. Forest Service's share of actual expenses incurred, not to exceed \$68,187.39, as shown in the Financial Plan. In order to approve a Request for Reimbursement, the U.S. Forest Service shall review such requests to ensure payments for reimbursement are in compliance and otherwise consistent with the terms of the agreement. The U.S. Forest Service shall make payment upon receipt of the Town of Eagar's quarterly invoice. Each invoice from the Town of Eagar shall display the total project costs for the billing period, separated by U.S. Forest Service and the Town of Eagar's share. In-kind contributions must be displayed as a separate line item and must not be included in the total project costs available for reimbursement. The final invoice must display the Town of Eagar's full match towards the project, as shown in the financial plan, and be submitted no later than 90 days from the expiration date.

Each invoice must include, at a minimum:

- 1. The Town of Eagar's name, address, and telephone number
- 2. U.S. Forest Service agreement number
- 3. Invoice date
- 4. Performance dates of the work completed (start & end)
- 5. Total invoice amount for the billing period, separated by the U.S. Forest Service and The Town of Eagar share with in-kind contributions displayed as a separate line item.



- 6. Display all costs, both cumulative and for the billing period, by separate cost element as shown on the financial plan.
- 7. Cumulative amount of U.S. Forest Service payments to date.
- 8. Statement that the invoice is a request for payment by "reimbursement"
- 9. If using SF-270, a signature is required.
- 10. Invoice Number, if applicable

The invoice must be forwarded to:

EMAIL: asc_ga@fs.fed.us

FAX: 877-687-4894

POSTAL: USDA Forest Service

Albuquerque Service Center Payments – Grants & Agreements

101B Sun Ave NE Albuquerque, NM 87109

Send a copy to: Richard Polanco

Civil Engineer

Apache-Sitgreaves National Forests

P.O. Box 640

Springerville, AZ 85938

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

A. <u>PRINCIPAL CONTACTS</u>. Individuals listed below are authorized to act in their respective areas for matters related to this agreement.

Principal Cooperator Contacts:

Cooperator Project Contact	Cooperator Financial Contact
Name: Jeremiah Loyd	Name: Katie Brady
Town Engineer	Town Finance Director
Town of Eagar	Town of Eagar
Address: P.O. Box 1300	Address: P.O. 1300
City, State, Zip: Eagar, AZ 85925	City, State, Zip: Eagar, AZ 85925
Telephone: 928-333-4128 Ext 228	Telephone: 928-333-4128 Ext. 247
FAX: 928-333-5140	FAX: 928-333-5140
Email: j.loyd@eagaraz.gov	Email: k.brady@eagaraz.gov



Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Name: Richard Polanco	Name: Shanea Clawson
Civil Engineer	Grants Management Specialist
Apache-Sitgreaves National Forests	Apache-Sitgreaves National Forests
Address: P.O. Box 640	Address: P.O. Box 640
City, State, Zip: Springerville AZ 85938	City, State, Zip: Springerville AZ 85938
Telephone: 928-333-6279	Telephone: 928-333-6342
FAX: 928-333-5966	FAX: 928-333-5966
Email: richardrpolanco@fs.fed.us	Email: shaneakclawson@fs.fed.us

B. <u>NOTICES</u>. Any communications affecting the operations covered by this agreement given by the U.S. Forest Service or the Town of Eagar are sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the U.S. Forest Service Program Manager, at the address specified in the agreement.

To the Town of Eagar, at the address shown in the agreement or such other address designated within the agreement.

Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

- C. <u>PARTICIPATION IN SIMILAR ACTIVITIES</u>. This agreement in no way restricts the U.S. Forest Service or the Town of Eagar from participating in similar activities with other public or private agencies, organizations, and individuals.
- D. <u>USE OF U.S. FOREST SERVICE INSIGNIA</u>. In order for the Town of Eagar to use the U.S. Forest Service Insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted from the U.S. Forest Service's Office of Communications (Washington Office). A written request will be submitted by the U.S. Forest Service to the Office of Communications Assistant Director, Visual Information and Publishing Services, prior to use of the insignia. The U.S. Forest Service will notify the the Town of Eagar when permission is granted.
- E. <u>NON-FEDERAL STATUS FOR COOPERATOR PARTICIPANT</u>. The Town of Eagar agree(s) that any of the Town of Eagar's employees, volunteers, and program participants shall not be deemed to be Federal employees for any purposes including



Chapter 171 of Title 28, United States Code (Federal Tort Claims Act) and Chapter 81 of Title 5, United States Code (OWCP), as Town of Eagar hereby willingly agree(s) to assume these responsibilities.

Further, the Town of Eagar shall provide any necessary training to Town of Eagar's employees, volunteers, and program participants to ensure that such personnel are capable of performing tasks to be completed. The Town of Eagar shall also supervise and direct the work of its employees, volunteers, and participants performing under this agreement.

- F. <u>MEMBERS OF CONGRESS</u>. Pursuant to 41 U.S.C. 22, no member of, or delegate to, Congress shall be admitted to any share or part of this agreement, or benefits that may arise therefrom, either directly or indirectly.
- G. NONDISCRIMINATION. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

H. <u>ELIGIBLE WORKERS</u>. The Town of Eagar shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC 1324a). The Town of Eagar shall



comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract awarded under this agreement.

I. SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT
(SAM). The Town of Eagar shall maintain current information in the System for Award Management (SAM) until receipt of final payment. This requires review and update to the information at least annually after the initial registration, and more frequently if required by changes in information or agreement term(s). For purposes of this agreement, System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional information about registration procedures may be found at the SAM Internet site at www.sam.gov.

J. STANDARDS FOR FINANCIAL MANAGEMENT.

1. Financial Reporting

The Town of Eagar shall provide complete, accurate, and current financial disclosures of the project or program in accordance with any financial reporting requirements, as set forth in the financial provisions.

2. Accounting Records

The Town of Eagar shall continuously maintain and update records identifying the source and use of funds. The records shall contain information pertaining to the agreement, authorizations, obligations, unobligated balances, assets, outlays, and income.

3. Internal Control

The Town of Eagar shall maintain effective control over and accountability for all U.S. Forest Service funds, real property, and personal property assets. The Town of Eagar shall keep effective internal controls to ensure that all United States Federal funds received are separately and properly allocated to the activities described in the agreement and used solely for authorized purposes.

4. Source Documentation

The Town of Eagar shall support all accounting records with source documentation. These documentations include, but are not limited to, cancelled checks, paid bills, payrolls, contract and contract documents. These documents must be made available to the U.S. Forest Service upon request.

K. <u>LIMITATION OF FUNDS</u>. U.S. Forest Service funds in the amount of \$68,187.39 are currently available for performance of this agreement through December 31, 2017 The U.S. Forest Service's obligation for performance of this agreement beyond this



date is contingent upon the availability of appropriated funds from which payment can be made. There is no legal liability on the part of the U.S. Forest Service for any payment may arise for performance under this agreement beyond this amount until the Town of Eagar receive(s) notice of availability to be confirmed in a written modification by the U.S. Forest Service.

- L. <u>OVERPAYMENT</u>. Any funds paid to the Town of Eagar in excess of the amount entitled under the terms and conditions of this agreement constitute a debt to the Federal Government. The following must also be considered as a debt or debts owed by the Town of Eagar to the U.S. Forest Service:
 - Any interest or other investment income earned on advances of agreement funds; or
 - Any royalties or other special classes of program income which, under the provisions of the agreement, are required to be returned;

If this debt is not paid according to the terms of the bill for collection issued for the overpayment, the U.S. Forest Service may reduce the debt by:

- 1. Making an administrative offset against other requests for reimbursement.
- 2. Withholding advance payments otherwise due to the Town of Eagar.
- 3. Taking other action permitted by statute (31 U.S.C. 3716 and 7 CFR, Part 3, Subpart B).

Except as otherwise provided by law, the U.S. Forest Service may charge interest on an overdue debt.

M. <u>AGREEMENT CLOSE-OUT</u>. Within 90 days after expiration or notice of termination The Town of Eagar shall close out the agreement.

Any unobligated balance of cash advanced to the Town of Eagar must be immediately refunded to the U.S. Forest Service, including any interest earned in accordance with 7CFR3016.21/2CFR 215.22.

Within a maximum of 90 days following the date of expiration or termination of this agreement, all financial performance and related reports required by the terms of the agreement must be submitted to the U.S. Forest Service by the Town of Eagar.

If this agreement is closed out without audit, the U.S. Forest Service reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted later.

N. PROGRAM MONITORING AND PROGRAM PERFORMANCE REPORTS.

The parties to this agreement shall monitor the performance of the agreement activities to ensure that performance goals are being achieved.



Performance reports must contain information on the following:

- A comparison of actual accomplishments to the goals established for the period. Wherever the output of the project can be readily expressed in numbers, a computation of the cost per unit of output, if applicable.
- Reason(s) for delay if established goals were not met.
- Additional pertinent information.

The Town of Eagar shall submit annual performance reports to the U.S. Forest Service Program Manager. These reports are due 30 days after the reporting period. The final performance report must be submitted either with the Town of Eagar's final payment request, or separately, but not later than 90 days from the expiration date of the agreement.

O. <u>RETENTION AND ACCESS REOUREMENTS FOR RECORDS</u>. The Town of Eagar shall retain all records pertinent to this agreement for a period of no less than 3 years from the expiration or termination date. As used in this provision, records includes books, documents, accounting procedures and practice, and other data, regardless of the type or format. The Town of Eagar shall provide access and the right to examine all records related to this agreement to the U.S. Forest Service, Inspector General, or Comptroller General or their authorized representative. The rights of access in this section must not be limited to the required retention period but must last as long as the records are kept.

If any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the 3-year period, the records must be kept until all issues are resolved, or until the end of the regular 3-year period, whichever is later.

Records for nonexpendable property acquired in whole or in part, with Federal funds must be retained for 3 years after its final disposition.

P. <u>FREEDOM OF INFORMATION ACT (FOIA)</u>. Public access to grant or agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552). Requests for research data are subject to 2 CFR 215.36.

Public access to culturally sensitive data and information of Federally-recognized Tribes may also be explicitly limited by P.L. 110-234, Title VIII Subtitle B §8106 (2008 Farm Bill).

Q. <u>TEXT MESSAGING WHILE DRIVING</u>. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government



owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All Cooperatives, their Employees, Volunteers, and Contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.

- R. <u>FUNDING</u>. Federal funding under this agreement is not available for reimbursement of Town of Eagar's purchase of equipment. Equipment is defined as having a fair market value of \$5,000 or more per unit and a useful life of over one year.
- S. <u>PROPERTY IMPROVEMENTS</u>. Improvements placed by The Town of Eagar on National Forest System land at the direction or with the approval of the U.S. Forest Service becomes property of the United States. These improvements are subject to the same regulations and administration of the U.S. Forest Service as would other national forest improvements of a similar nature. No part of this agreement entitles the Town of Eagar to any interest in the improvements, other than the right to use them under applicable U.S. Forest Service Regulations.
- T. <u>CONTRACT REQUIREMENTS</u>. Any contract under this agreement must be awarded following the Town of Eagar's established procurement procedures, to ensure free and open competition, and avoid any conflict of interest (or appearance of conflict). The Town of Eagar shall maintain cost and price analysis documentation for potential U.S. Forest Service review. The Town of Eagar is/are encouraged to utilize small businesses, minority-owned firms, and women's business enterprises.
- U. <u>REMEDIES FOR COMPLIANCE RELATED ISSUES</u>. If the Town of Eagar materially fail(s) to comply with any term of the agreement, whether stated in a Federal statute or regulation, an assurance, or the agreement, the U.S. Forest Service may take one or more of the following actions:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Town of Eagar or more severe enforcement action by the U.S. Forest Service;
 - Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the current agreement for the Town of Eagar's program;
 - 4. Withhold further awards for the program, or



- 5. Take other remedies that may be legally available, including debarment procedures under 2 CFR part 417.
- V. <u>TERMINATION BY MUTUAL AGREEMENT</u>. This agreement may be terminated, in whole or part, as follows:
 - 1. When the U.S. Forest Service and the Town of Eagar agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated.
 - 2. By 30 days written notification by the Town of Eagar to the U.S. Forest Service setting forth the reasons for termination, effective date, and in the case of partial termination, the portion to be terminated. If the U.S. Forest Service decides that the remaining portion of the agreement will not accomplish the purposes for which the agreement was made, the U.S. Forest Service may terminate the agreement in its entirety.

Upon termination of an agreement, the Town of Eagar shall not incur any new obligations for the terminated portion of the agreement after the effective date, and shall cancel as many outstanding obligations as possible. The U.S. Forest Service shall allow full credit to the Town of Eagar for the U.S. Forest Service share of obligations that cannot be cancelled and were properly incurred by the Town of Eagar up to the effective date of the termination. Excess funds must be refunded within 60 days after the effective date of termination.

- W. <u>ALTERNATE DISPUTE RESOLUTION PARTNERSHIP AGREEMENT</u>. In the event of any issue of controversy under this agreement, the parties may pursue Alternate Dispute Resolution procedures to voluntarily resolve those issues. These procedures may include, but are not limited to conciliation, facilitation, mediation, and fact finding.
- X. <u>DEBARMENT AND SUSPENSION</u>. The Town of Eagar shall immediately inform the U.S. Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the Federal Government according to the terms of 2 CFR Part 180. Additionally, should the Town of Eagar or any of their principals receive a transmittal letter or other official Federal notice of debarment or suspension, then they shall notify the U.S. Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.
- Y. PROHIBITION AGAINST INTERNAL CONFIDENTIAL AGREEMENTS:
 All non federal government entities working on this agreement will
 adhere to the below provisions found in the Consolidated Appropriations Act,
 2016, Pub. L. 114-113, relating to reporting fraud, waste and abuse to
 authorities:



- (a) The recipient may not require its employees, contractors, or sub recipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
- (b) The recipient must notify its employees, contractors, or sub recipients that the prohibitions and restrictions of any internal confidentiality agreements inconsistent with paragraph (a) of this award provision are no longer in effect.
- (c) The prohibition in paragraph (a) of this award provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information.
- (d) If the Government determines that the recipient is not in compliance with this award provision, it:
- (1) Will prohibit the recipient's use of funds under this award, in accordance with sections 743, 744 of Division E of the Consolidated Appropriations Act, 2016, (Pub. L. 114-113) or any successor provision of law; and
- (2) May pursue other remedies available for the recipient's material failure to comply with award terms and conditions.
- Z. MODIFICATIONS. Modifications within the scope of this agreement must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change. The U.S. Forest Service is not obligated to fund any changes not properly approved in advance.
- AA. <u>COMMENCEMENT/EXPIRATION DATE</u>. This agreement is executed as of the date of the last signature and is effective through December 31, 2017 at which time it will expire. The expiration date is the final date for completion of all work activities under this agreement.
- BB. <u>AUTHORIZED REPRESENTATIVES</u>. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement. In Witness Whereof, the parties hereto have executed this agreement as of the last date written below.



TAMI RYALL, Town Manager Town of Eagar Arizona

M. STEPHEN BEST, Forest Supervisor

Date

U.S. Forest Service, Apache-Sitgreaves National Forests

The authority and format of this agreement have been reviewed and approved for signature.

MONICA I MARTINEZ

9/27/2016 Date

U.S. Forest Service Grants Management Specialist

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisel, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9892 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

Note: All columns may not be used. Use depends on source and type of contribution(s). Mod. No.: \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 COOPERATOR CONTRIBUTIONS In-Kind Ð \$0.00 \$0.00 \$0.00 \$11,092.00 \$23,535.00 \$1,499.70 \$36,126.70 \$36,126.70 Agreements Financial Plan (Short Form) Noncash (2) The Cooperator is not giving cash to the FS and (3) There is no other Federal funding T 17-PA-11030114-002 Note: This Financial Plan may be used when: (1) No program income is expected and \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$68,187.39 \$5,500.00 \$62,687.39 \$68,187.39 FOREST SERVICE CONTRIBUTIONS Total Project Value: Cooperator Cash 9 \$0.00 USFS Agreement No.: Cooperator Agreement No.: \$0.00 \$0.00 \$0.00 \$0.00 \$1,835.00 \$3,000.00 \$4,835.00 \$4,835.00 Noncash <u>B</u> Financial Plan Matrix: Coop Indirect Costs FS Overhead Costs COST ELEMENTS Supplies/Materials Safaries/Labor Direct Costs Equipment Attachment: Exhibit A Printing Subtotal ravel Other Other Total

\$18,427.00

(e) Total \$523,535.00 \$65,687.39 \$0.00 \$1,499.70 \$0.00

Total Forest Se (a+b) ÷ (e) = (f) Total Cooperat (c+d) ÷ (e) = (g) Total (f+g) = (h)	Matching Costs Determination	otal Forest Service Share = (f)	66.90%	Cooperator Share (g)	$(c+d) \div (e) = (g)$ 33.10%	otal (f+g) = (h) (h)	100.00%
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\$109,149.09 \$0.00 \$0.00 \$109,149.09

WORKSHEET FOR

FS Non-Cash Contribution Cost Analysis, Column (a)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix. NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determing a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formules, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x \$1,200/contract= \$1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

Salaries/Labor					
Standard Calculation					
Job Description	Cost/Day	# of Days		Tota	I
Engineering/Program Manager	\$367.	50 5	.00		\$1,835.00 \$0.00
Non-Standard Calculation					
Total Salaries/Labor					\$1,835.00
Supplies/Materials					
Standard Calculation					
Supplies/Materials	# of Items	Cost/Item		Tota	
24 inch 30 foot culvert	1.6	\$3,000	.00		\$3,000.00 \$0.00
Non-Standard Calculation					
Total Supplies/Materials					\$3,000.00
Subtotal Direc	t Costs		\$4,83	35.00	
Forest Service Overhead Cost	8				
Current Overhead Rate Subtot	al Direct Costs			Total	
	\$4,835.0	0			\$0.00
Total FS Overhead Costs	à.				\$0.00
			NIL, SW		

54.835.00

IUIAL COST

WORKSHEET FOR

FS Cash to the Cooperator Cost Analysis, Column (b)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix. NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determing a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formules, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x \$1,200/contract= \$1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

Salaries/Labor				
Standard Calculation				
Job Description	Cost/Day	# of	Days	Total
Project Design & Engineering	\$366.6	7	15.00	\$5,500.00
Non-Standard Calculation				\$0.00

Total Salaries/Labor		\$5,500.00
i i Olai Salaries/Laddi	l control of the cont	i 85 500 001
	· ·	I WYLVYVLYVI

Supplies/Materia	s			
Standard Calculation				
Supplies/Materials		# of Items	Cost/Item	Total
1 foot Leach Rock	1			
underlayment with Filter				
Fabric, 700 cy delivered				
\$25.00	CY	700.00	\$25.00	\$17,500.00
Fencing	LS	1.00	\$1,500.00	\$1,500.00
Class 6 AB, 2,436.5 CY				
picked up \$9 per Ton	Tons	4507.49	\$9.00	\$40,567.39
3/4" minus, 260 cy delivered				
\$12/Ton	Tons	260.00	\$12.00	\$3,120.00
Non-Standard Calculation				

Total Supplies/Materials	\$62,687,39
	4

Subtotal Direct Costs

\$68,187.39

Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs	Total
	\$68, 187.39	\$0.00
Total Coop. Indirect Costs		\$0.00

TOTAL COST

\$68,187.39

WORKSHEET FOR

Cooperator Non-Cash Contribution Cost Analysis, Column (c)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix. NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determing a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formules, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x \$1,200/contract=\$1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

Salaries/Labor				
Standard Calculation				
Job Description	Cost/Day	# of Days	Total	
Salaries Supervisor @ \$42.69 per hour	\$426.9	0 26		\$11,092.00

Non-Standard Calculation

Total Salaries/Labor		\$11,092.00
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Equipment				
Standard Calculation				
Piece of Equipment	# of Units	Cost/Day	# of Days	Total
Dozer 80 hours @ \$85				
per hour	1.00	\$850.00	8.00	\$6,800.00
Blade 40 hours @ \$75 per				
hour	1.00	\$750.00	4.00	\$3,000.00
Backhoe 40 hours @65 per				
hour	1.00	\$5,200.00	0.50	\$2,600.00
Watertruck 20 hours @60				
per hr	1.00	\$600.00	2.00	\$1,200.00
Roller 20 hours @\$50 per				
hour	1.00	\$500.00	2.00	\$1,000.00
Dump Trk 175 hours @		23		:*)
\$41 per hour	1.00	\$410.00	17.50	\$7,175.00
Loader 40 hours @\$44				
per hour	1.00	\$440.00	4.00	\$1,760.00
				\$0.00
Non-Standard Calculation				

Total Equipment	\$23,535.00

Standard Calculation				
ltem	# of Units	Cost/Unit	Total	
Install a trail log book and				
monitoring system / hour	20.00	\$15.50		\$310.0
Dissmenating Educational				
Material / Hour	10.00	\$17.00		\$170.0
Collecting data from log		•		******
books / Hour	90.00	\$11.33		\$1,019.7
	33.03	411100		\$0.0
Non-Standard Calculation				40.0
Total Other				\$1,499.7
				4.1,
Subtotal Direc	et Costs		\$36.126.70	
Subtotal Direc	et Costs		\$36,126.70	VI
Subtotal Direct Cooperator Indirect Costs	et Costs		\$36,126.70	41,100
Cooperator Indirect Costs	al Direct Costs		\$36,126.70	
Cooperator Indirect Costs Current Overhead Rate Subtot				\$0.0
Cooperator Indirect Costs Current Overhead Rate Subtot				\$0.0
Cooperator Indirect Costs				

TOWN OF EAGAR

MEMORANDUM

TO: Cemetery Committee Members

FROM: Eva Wilson, Town Clerk

THROUGH: Tami Ryall

DATE: September 26, 2016

SUBJECT: Cemetery Code Revisions

The Town has started its annual process of reviewing our fees. As part of that process, a couple items surfaced related to cemetery fees. As a result, Town Staff and the Eagar Cemetery Committee are proposing an update of the Eagar Municipal Code cemetery sections. The attached draft makes changes to the code, including:

Eliminating double-depth plots;

- Creating flexibility to waive the transfer of ownership fee;

- Establishment of a perpetual fund fee; and

General clean up to clean up sections, eliminate duplicate language, and improve readability.

Specific to the issue of double-depth plots, the Town has evaluated their use and determined that excavation crews do not have the proper equipment or continuous experience to excavate to the depths needed for double-depth graves. The numerous large headstones also prevent the use of the equipment that would be necessary to excavate to those depths safely. There are currently three double-depth plot reservations on file and we are working to transfer these plots into single plots. If the owner is not willing to exchange their double-depth plots for single plots, the Town will honor those reservations as they stand. No other reservations for double-depth will be considered.

An added revision to the Cemetery Code is the establishment of a future perpetual fund fee to be specifically collected and reserved for future care and maintenance of the cemetery aside from the General Fund. This perpetual fund will ensure a revenue source for maintenance when all plots have been sold. Without expansion, 5/6ths of the cemetery sections have already been sold. Ideas for a future perpetual fund will be explored and researched over the coming months to be considered by Council.

ORDINANCE NO. 2016-06

AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF EAGAR, APACHE COUNTY, ARIZONA AMENDING THE TOWN CODE OF EAGAR, ARIZONA BY AMENDING TITLE 13, CHAPTER 13.60 – CEMETERY.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF EAGAR, AS FOLLOWS:

WHEREAS, the Town of Eagar desires to revise and update its cemetery ordinance; and

WHEREAS, the changes have been discussed by the Eagar Cemetery Committee Board and presented to the Town Council of the Town of Eagar.

NOW THEREFORE, be it resolved to adopt the changes attached in Exhibit "A".

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Town Council of the Town of Eagar, Apache County, Arizona that the changes attached in Exhibit "A" to the cemetery ordinance is adopted.

	ayor and Town Council of Eagar, Arizona	thisth
day of 2016.		
	D. H. 11' M	-
	Bryce Hamblin, Mayor	
ATTEST:		
11112011		
Eva M. Wilson, Town Clerk		
ABBROLIEB AGEO FORM		
APPROVED AS TO FORM:		
Douglas E. Brown, Town Attorney		

<u>Chapter 13.60</u>

CEMETERY

Sections:

13.60.010	Purpose.
13.60.020	Uses.
13.60.030	Definitions.
13.60.040	Administration and maintenance.
13.60.050	Reservations and transfers of ownership of plots.
13.60.060	Application and fees.
13.60.070	Burial INTER and exhumation DISINTER; cremains
13.60.080	Conduct within cemeteries.
13.60.090	Memorials and headstones; decoration of plots.
13.60.100	Use of motorized vehicles in cemeteries.
13.60.110	Enforcement and penalties.

13.60.010 Purpose.

The purpose of this chapter is to provide for the town of Eagar Cemetery, and to provide rules and regulations for the use, operation, maintenance and care of the cemetery. These rules shall apply to any cemetery owned and operated by the town of Eagar (town). For the mutual protection of plot owners and the cemetery as a whole, the following rules and regulations are hereby established for the Eagar Cemetery (cemetery). All plot owners and persons visiting the cemetery will be expected to abide by such rules and regulations as herein enacted and as hereafter amended, which are intended to assist in maintaining this cemetery as a peaceful and beautiful area as well as a reverent symbol of respect for the dead.

All burial plot owners, visitors, town employees, persons working directly or indirectly for burial plot owners and all burial plots sold shall be subject to these rules and regulations, and subject further, to such other ordinances, rules and regulations, amendments or alterations as shall be adopted by the town from time to time. The reference to these rules and regulations in the reservation agreement to burial plots shall have the same force and effect as if set forth in full therein.

(Ord. No. 2011-01, Exh. A, 3-15-2011; Ord. No. 2012-08, Exh. A, 8-21-2012)

13.60.020 Uses.

The cemetery shall be used exclusively for the burial INTERMENT of human beings and their remains.

(Ord. No. 2011-01, Exh. A, 3-15-2011; Ord. No. 2012-08, Exh. A, 8-21-2012)

13.60.030 Definitions.

For the purpose of these rules and regulations, the following terms and words shall have the following meaning:

"Adult" means persons ten years of age or older.

"Apache County resident" means an Apache County resident and shall be described as a full-time resident or property owner outside the corporate boundary limits of the town of Eagar but within the limits of Apache County.

"Aspen section" is the name of the first section furthest to the north, in the old cemetery of the town of Eagar.

"Block" shall contain lot(s) such as 1, 2, 3 or a "through x", which contain an inconsistent but determined number of plots.

"Burial plot (plot)" means a single plot within the cemetery designated for the interment of the remains of one deceased person, or four cremains, or one deceased person and four cremains., or double depth plots.

"Cedar section" is the name of the third section from the north, in the old cometery of the town of Eagar.

"Cemetery" shall mean any cemetery which is owned, managed or maintained by the town of Eagar.

"Child" means persons thirteen months to nine years of age.

"Cremains" means the cremated remains of a human body.

"Disinterment" means the removal of the buried remains of a deceased person from earth burial-exhumation.

"Double-depth burials" means two easkets in the same plot with the first easket to be buried in the lower section of the double-depth lawn crypt and the last/second casket to be buried in the upper section of the crypt.

"Double-depth lawn crypt" means outer container required for double-depth burials.

"Eagar resident" means a town of Eagar resident and shall be described as a full-time resident of Eagar and/or a person owning Eagar property.

"Exhumation/exhume" means to disinter, to dig out of the earth.

"Footstones" means an individual can pay for a footstone to be placed at the foot of a plot that will have the maximum size of twenty-four inches in width and sixteen inches in depth and flat and level with the ground.

"Indigent" means a person who dies in the town without resources for burial. The burial INTERMENT of the indigent deceased and the disposal of their property will be in accordance with A.R.S. Title 11, Chapter 3, Article 12, Section 11-600.

"Infant" means persons zero to twelve months of age.

"Interment" means the permanent disposition of the remains of a deceased person by cremation and burial or entombment and burial.

"Juniper section" is the name of the fourth section from the north, in the old cemetery of the town of Eagar.

"Lot" shall mean a group of plots within a division designated on the plat as a lot.

"Maple section" is the name of the sixth section which is the most southern section, of the cemetery of the town of Eagar.

"Marker" means a memorial flush with the ground, generally located at the foot of a plot THAT WILL HAVE THE MAXIMUM SIZE OF TWENTY-FOUR INCHES IN WIDTH AND SIXTEEN INCHES IN DEPTH.

"Memorial" means a designated monument, marker, tablet or headstone for family or individual use.

"Monument" shall include a tombstone or memorial of granite, or other material, which shall extend above the surface of the ground.

"Oak section" is the name of the second section from the north, in the old cemetery of the town of Eagar.

"Owner" means the person who is listed in the records kept by the town as owning an interest in a burial plot or lot.

"Ownership" means 1) For plots owned at a family level, no names are required to be assigned to individual plot(s) but all plots are held in the name of the owner; 2) For individual plot(s) ownership is assigned to a specific name by the owner 3) Plots assigned a specific name and then sold or given to a different individual will MAY require payment of a transfer of ownership fee.

"Plot" means one burial grave.

"Potter gravesites" means a number of plots located in the Eagar Cemetery designated for the burial of unclaimed bodies or indigent burials.

"Recording fee" means a fee for recording any change in title or ownership in any single plot in the cemetery after initial conveyance of same by the town.

"Reservation" means when a plot has been selected and is either paid for in full or the buyer is actively making payments.

"Reservation fee" means a one-time-only fee, at time of first payment (including when paying in full for plot), for each plot reserved.

"Rubbish" shall include trash, debris, rubble, stone, useless fragments of building materials, and other miscellaneous, useless waste or rejected matter.

"Shrub" means a woody plant, smaller than a tree, consisting of several small stems from the ground, or small branches near the ground, and may be deciduous or evergreen.

"Springerville resident" means a town of Springerville resident and shall be described as a full-time resident of Springerville and/or a person owning Springerville property.

"Spruce section" is the name of the fifth section (middle upper), of the cometery of the town of Eagar.

"Transfer of ownership fee" means a fee paid to transfer the ownership of a plot to another person and is only allowed if the plot is paid for in full (excluding family plots that do not have specific names assigned to the plot).

"Tree" means a woody, perennial plant, ordinarily with one main stem or trunk, which develops many branches, and which ordinarily grows to a height of ten feet or more with a diameter in excess of six inches at a height of five feet. Any self-supporting, woody plant having at least one well-defined stem.

"Unclaimed body" means no person takes charge of the body of the deceased. The burial INTERMENT of the unclaimed deceased and the disposal of their property will be in accordance with A.R.S. Title 11, Chapter 3, Article 12, Section 11-600.

"Vault" means an outer container required for single plots made out of reinforced concrete or poly fiberglass dome and base.

"Vegetation" means any tree, shrub, herb, grass, fern, or flower. (Ord. No. 2011-01, Exh. A, 3-15-2011; Ord. No. 2012-08, Exh. A, 8-21-2012)

13.60.040 Administration and maintenance.

- A. The town clerk's office shall be responsible for the administration AND RECORD KEEPING of the cemetery. The town public works department shall be responsible for the PLATTING, operation and maintenance of the cemetery.
- BC. Prior to internment, family member or responsible party will be asked to provide basic information TO THE TOWN on the individual planned to occupy the site—record of burial. The town of Eagar, as part of the public record, keeps this information.
- GB. The town shall have the right to change, modify, or re-plat the plot(s) or uses in any part of the cemetery not previously reserved for burial purposes. Town of Eagar Cemetery shall be platted into lots and plots by the public works department, and the town clerk will maintain and keep in his/her office a plat of said cemetery as a public record.

- D. All applications for reservations or transfers of ownership for burial plot(s) shall be made in writing on forms provided by the town clerk's office.
 - ED. All instructions for burial shall be in writing and on forms provided by the town.
- FE. The town of Eagar reserves to the town the perpetual right of entry, use and control of the cemetery land for purposes of maintenance and operation of the cemetery.
- GF. All human remains disposed of within the town shall be disposed in the Eagar Cemetery. Remains shall not be disposed on any other public or private property in the town.
- HG. The public works director in consultation with the town manager reserves the right to make exceptions, suspensions, or modifications of any of the rules and regulations without notice when, in their judgment, such action appears necessary for the efficient, fair operation of the cemetery. Any such exceptions, suspension, or modification shall in no way be construed as affecting the general application of this chapter and shall not act as a waiver of any of the provisions herein.
- IH. Appeals for decisions made by the town clerk's office and or the public works director relating to the administration and maintenance of the cemetery shall be made first to the cemetery board in writing and then to the town manager in writing, either to uphold the action of the cemetery board or reverse that action or make a decision of his/her own. Then if the decision of the town manager still does not provide redress to a person aggrieved, the appeal will then go to the town council in writing. The council shall, at its next regular meeting after receiving the appeal, hear and determine the same, and the decision of the council shall be final. The council may either affirm or reverse the decision of the clerk/public works director. The council's decision shall be final and shall become effective immediately. Notice of the decision shall be mailed to the applicant at the address shown in the written appeal.
- J. No signs or notices or advertisements of any kind shall be permitted within the cemetery.
 - K: Dogs or other animals shall not be allowed in the cemetery grounds.
- 1. The owner or keeper of any dog or animal that trespasses upon the cemetery grounds shall be liable for any damage done by said dog or animal. The town shall not be liable for any damage done by dogs or other animals and does not assume responsibility for keeping dogs or other animals out of the cemetery grounds.
- 2. It shall be a defense to this section if such dog is, at all times while in the cemetery, confined inside an enclosed motor vehicle.
- 3. It shall be a defense to this section if the dog is trained to assist visually or hearing-impaired individuals and is, at the time when in the cemetery being used, to assist a visually-or hearing-impaired individual.

(Ord. No. 2011-01, Exh. A, 3-15-2011; Ord. No. 2012-08, Exh. A, 8-21-2012)

13.60.050 Reservations and transfers of ownership of plots.

- A. The town CLERK'S OFFICE will show available plot locations and prepare FOR PLOTS TO BE BOUGHT OR SOLD, AND cemetery reservation agreements TO BE PREPARED for selected plot sites. PLOT Reservation sales or transfers of ownership are not complete or final until the purchaser pays for the plot(s) IN FULL, and OR APPLIES PAYMENT AND signs the reservation agreement.
- CB. A CEMETERY CERTIFICATE OF RESERVATION GRANTS RIGHT OF BURIAL ONLY AND DOES NOT CONVEY ANY OTHER TITLE TO THE PLOT.; No deed to a cemetery plot shall be issued. The reservation agreement or a reservation transfer of ownership agreement shall constitute the sole agreements between the town of Eagar and the purchaser.

- BC. No burial INTERMENT or placing of a memorial shall be permitted until the reservation sale is completed and the purchase price has been paid in full. No burial INTERMENT of any person, family or heirs shall be allowed without proof of the reservation interest to the town clerk's office.
- D. THE TOWN CLERK SHALL KEEP A RECORD OF PLOTS SOLD, INCLUDING THE NAME, ADDRESS AND TELEPHONE NUMBER OF THE PURCHASER AND THE DATE EXECUTION OF ANY RESERVATION. It shall be the sole responsibility of the reservation agreement holder to keep the town informed of the correct mailing address. Notices or other correspondence mailed to purchasers, their legal representatives or heirs shall be deemed delivered and received three days after the town's mailing of the notice or correspondence to the address on file with the town clerk's office.
- E. A plot reservation may be sold or transferred with written approval from the town elerk's office and the transfer of ownership fee is paid in full.
- F. No plot shall be bought or sold without written permission from the town clerk or his/her designee, and all titles to lots shall pass through the town and the transfer of ownership fee is paid in full. No transfer of ownership of plots shall be effective unless the plot is paid for in full and a record of the reservation agreement is filed for record with the town clerk.
- G. All applications and agreements for reservation plot sales or transfers of ownership shall be in writing on forms provided by the town. The town will recognize no other agreements or contracts.
- HE. The town of Eagar may repurchase any cemetery plot from the owner for the original price, paid upon written request of the owner or his legal heirs or representative and presentation of the plot reservation or cemetery plot certificate.
- IF. The town of Eagar recognizes the original named buyer of the cemetery plot(s) as the owner, and if not assigned or transferred to a specific individual, after their demise the town will recognize ownership as stated in a legal will or trust. In the absence of a legal will or trust, the ownership will be determined in accordance with A.R.S. Title 14, Chapter 2, Article 1, pertaining to intestate succession.
- J. The town clerk shall keep a record of plots sold, including the name, address and telephone number of the purchaser and the date execution of any reservation.
- K. The cemetery certificate of reservation grants right of burial only and does not convey any other title to the plot.
- LG. The town of Eagar or its employees assume no responsibility for actual damages or mental anguish in the performance of its normal operations, or loss by vandalism or other acts beyond its reasonable control.
- (Ord. No. 2011-01, Exh. A, 3-15-2011; Ord. No. 2012-02, Exh. A, 3-6-2012; Ord. No. 2012-08, Exh. A, 8-21-2012)

13.60.060 Application and fees.

- A. Applications for the purchase, RESERVATION, or transfer of ownership of a reservation for a cemetery plot shall be made on forms provided by the town. The appropriate purchase, RESERVATION, RECORDING OR / transfer of ownership fee shall accompany all applications.
- B. All cemetery fees including COST OF PLOTS, reservation fees, transfer of ownership fees, disinterment INTERMENT fees, RECORDING FEES, DISINTERMENT FEES, and other special fees related to cemetery plots shall be set from time to time by resolution of the town council. The town clerk's office shall keep a copy of the current charges, available during normal business hours.

- C. PREPAYMENT OF INTERMENT WILL BE ACCEPTED AND HONORED AS PAID IN FULL.
- CD. The reservation agreement of any plot shall be executed by the town clerk's office, shall be sold in strict accordance with this chapter, and shall be subject to the provisions of this chapter.—THERE SHALL BE A ONE TIME RESERVATION FEE PER PLOT. ALL RESERVATION AGREEMENTS FOR A PLOT SHALL BE PAID IN FULL WITHIN TWO YEARS FROM THE EXECUTION OF THE AGREEMENT. A MINIMUM MONTHLY PAYMENT WILL BE NECESSARY PER THE FEE SCHEDULE AND ANY REMAINING BALANCE AT THE END OF THE TWO YEARS WILL REQUIRE AN IMMEDIATE PAYMENT OF THE REMAINING BALANCE. IF PAYMENT IN FULL IS NOT MADE WITHIN THE TWO-YEAR TIME PERIOD, ANY AND ALL FUNDS PAID WILL FIRST BE COLLECTIVELY PAID ON ONE PLOT UNTIL PAID IN FULL AND THEN THE NEXT AND SO ON UNTIL AS MANY PLOTS THAT CAN BE PAID IN FULL ARE. ANY FUNDS WILL BE FORFEITED, AND PLOT(S) NOT PAID IN FULL WILL BE ELIGIBLE FOR RESALE BY THE TOWN.
- DE. There shall be a recording fee for recording any change in title or ownership in any plot in the cemetery after initial conveyance of same by the town.
- F. THE TOWN MAY ESTABLISH A PERPETUAL FUND FEE FOR THE FUTURE CARE AND MAINTENANCE OF THE CEMETERY AND SHALL BE SET FROM TIME TO TIME BY RESOLUTION OF THE TOWN COUNCIL.
- EG. A resident of Eagar and/or a person owning Eagar property can purchase a burial plot at the town of Eagar resident rate. Former residents of Eagar with relatives buried within the town of Eagar Cemetery may purchase burial plots at the Apache County resident rate. Out-of-Apache County resident can purchase burial plots at the Out-of-Apache County rate. A resident of Springerville can purchase a burial plot at the Springerville resident rate.
- FH. The price for a lot shall be the aggregate of the price for each burial plot located within such lot.
- G. All reservation agreements for a plot shall be paid in full within two years from the execution of the agreement. A minimum monthly payment will be necessary per the fee schedule and any remaining balance at the end of the two years will require an immediate payment of the remaining balance. If payment in full is not made within the two-year time period, any and all funds paid will first be collectively paid on one plot until paid in full and then the next and so on until as many plots that can be paid in full are. Then the funds that are left will be forfeited, and plot(s) not paid in full will be eligible for resale by the town.
- HI. Town employees are not permitted to do any work for plot owners except at the direction of the public works director and are prohibited from receiving tips or gratuities.
- 4J. No lot or burial plot shall be sold to or purchased by a funeral director or other person for purposes of resale or speculation. (Ord. No. 2011-01, Exh. A, 3-15-2011; Ord. No. 2012-08, Exh. A, 8-21-2012)

13.60.070 Burial INTER and exhumation DISINTER; cremains.

- A. All burials INTERMENT and exhumations/disinterment of bodies are subject to the laws of the state of Arizona and this chapter.
- B. Charges for burial INTERMENT and exhuming DISINTERMENT services provided by the town shall be established by the town council, and shall be payable in advance. Prepayment of interment will be accepted, however customer will pay the difference of current interment fees. The town of Eagar is solely responsible for excavating of interments DISINTERMENT. The town shall not

assume any liability for any damage to a casket, urn or other such container incurred in making a removal.

- C. Forty-eight-hours' (excluding weekends and holidays) advance notice shall be provided to the town clerk's office for any burial INTERMENT.
- D. Seven-days' advance, written notice shall be provided to the town clerk's office for any exhuming services DISINTERMENT.
- E. No more than one body may be buried in any one single plot except in the case of a mother and an INFANT OR child, or two INFANTS OR children interred at the same time or double depth burials (as allowed in subsection F. below). However, with consent of the owner or heirs of the owner of a plot, an exception may be made to permit no more than one regular burial or double depth burial and up to four additional cremains in any one plot or four cremains in one plot.
- F. Double depth burials are allowed in plots sections designated for that purpose. A double depth lawn crypt will be required for double-depth burials.
- GF. All single-casketed burials INTERMENTS, excluding infant burials, must include a vault.
- HG. In case of an indigent who dies in the town without resources for burial INTERMENT, the town will assign a burial plot, right to which will remain with the town.
- IH. In the event a deceased, unclaimed body is found, it is the responsibility of Apache County to care for the corpse. The town of Eagar requires all unclaimed bodies which will be buried in the Eagar Cemetery to be cremains only with any financial burden absorbed by Apache County. All rules, regulations, and burial INTERMENT procedures must be abided by Apache County.
- JI. In the event that the cremains of an unclaimed body is interred or disinterred in the Eagar Cemetery, excavating fees will be waived by the town of Eagar.
- KJ. All cremains shall be buried and appropriate arrangements for the burial shall be scheduled with the town clerk's office. Cremains shall not be scattered in the cemetery or buried without the town's written permission.
- LK. In the absence of acceptable evidence of ownership, the town reserves the right to refuse to open any burial plot and to refuse to conduct a burial. If, for any reason a plot in a requested location cannot be used, to prevent a delay in burial INTERMENT or funeral services the town clerk's office may provide one in an available location.
- ML. The town shall not be liable for any delay in burial where protest by a deceased person's legal representatives or heirs have been made, or where the law, or rules and regulations have not been complied with.
- NM. Human remains are the responsibility of the decedent's family, heirs, or executor until buried. During any legal process or protest which delays or prohibits the town from burying any person, the family, heirs, or personal representative shall store the human remains until the legal process or protest is resolved. The town shall be reimbursed for any expenses related to burial INTERMENT or the exhuming DISINTERMENT of any body or remains as a result of such protest or legal process.
- ON. Caskets containing remains or cremains, once buried, will not be opened or removed except in accordance with state law, and without the written consent of personal representative or other legal representative of the deceased, or an order from a court of competent jurisdiction.
- PO. Removal by the heirs of a body so that the burial plot may be sold for profit to themselves or to any other persons, or removal contrary to the expressed or implied wish of the

original burial plot owner, is repugnant to the ordinary sense of decency and is absolutely forbidden.

- QP. The interment of bodies of persons who have died of a contagious disease shall be in strict accordance with the rules of the Arizona State Board of Health.
- RQ. In the event of a disaster which results in numerous burials for the cemetery, the public works crew will work as deemed necessary by the public works director. The public works director shall have the authority to void any and all of these rules and regulations as necessary in order to handle the numerous burials as orderly and as quickly as possible.
- SR. No interment or interment service will be allowed on Sundays or on any national holiday without the consent of the town.
- TS. No burials INTERMENT shall be conducted after official sunset. (Ord. No. 2011-01, Exh. A, 3-15-2011; Ord. No. 2012-08, Exh. A, 8-21-2012)

13.60.080 Conduct within cemeteries.

- A. Visitors are reminded that cemetery grounds are considered sacred and a strict observance of accepted decorum shall be required at all times.
 - B. Visitors will use the walkways and roads provided to access plots.
- C. No person shall dispose of any rubbish, trash, waste materials, litter, or debris of any kind in the cemetery.
- D. No person shall cut down, injure, break or destroy any tree, shrub or other plant growing in the cemetery or to pick, pluck or cut any flower or decorative plant in the cemetery.
- E. Firearms, other than those carried by police officers or which will be used in approved military honor funeral services, are prohibited in the cemetery.
- FE. No person shall interfere with the conduct of a funeral, graveside service, burial or exhuming DISINTERMENT of a body at the cemetery.
- GF. No person shall desecrate, vandalize, deface, tear down or injure any property, plot, headstone, monument, fence, tree or shrub in the cemetery. Likewise, no person shall disturb, destroy, deface, desecrate, vandalize, tear down or injure any decorations, flowers or other tokens of remembrance placed at any plot or within the cemetery.
- HG. No person shall enter into or be upon the cemetery grounds of the town during the time after sunset and before sunrise of any day without first obtaining the written permission of the town.
- IH. Sale of any goods or services on cemetery property is strictly prohibited unless the town gives prior, written authorization.
- JI. NO SIGNS OR NOTICES OR ADVERTISEMENTS OF ANY KIND SHALL BE PERMITTED WITHIN THE CEMETERY.
- $\mbox{\ensuremath{\mbox{\sc KJ}}}\mbox{.}$ DOGS OR OTHER ANIMALS SHALL NOT BE ALLOWED IN THE CEMETERY GROUNDS.
- 1. THE OWNER OR KEEPER OF ANY DOG OR ANIMAL THAT TRESPASSES UPON THE CEMETERY GROUNDS SHALL BE LIABLE FOR ANY DAMAGE DONE BY SAID DOG OR ANIMAL. THE TOWN SHALL NOT BE LIABLE FOR ANY DAMAGE DONE BY DOGS OR OTHER ANIMALS AND DOES NOT ASSUME RESPONSIBILITY FOR KEEPING DOGS OR OTHER ANIMALS OUT OF THE CEMETERY GROUNDS.
- 2. IT SHALL BE A DEFENSE TO THIS SECTION IF SUCH DOG IS, AT ALL TIMES WHILE IN THE CEMETERY, CONFINED INSIDE AN ENCLOSED MOTOR VEHICLE.
- 3. IT SHALL BE A DEFENSE TO THIS SECTION IF THE DOG IS A TRAINED SERVICE ANIMAL AND IS KEPT ENTIRELY UNDER THE CONTROL OF ITS OWNER.

(Ord. No. 2012-08, Exh. A, 8-21-2012)

13.60.090 Memorials and headstones; decoration of plots.

- A. If a family chooses BURIAL PLOT OWNERS OR HEIRS MAY CHOOSE to buy a headstone, they will do this at their own cost. All headstones or markers in the cemetery shall have a concrete or granite foundation set at ground level with a minimum four-inch border, which shall be set by an approved monument vendor or a family representative who will be under the direct supervision of town personnel. Family members or monument vendor must contact the town of Eagar prior to setting a headstone so it can be placed in the correct location. In performing the regular duties of administering and maintaining the cemetery, the town of Eagar will not be held liable for any damage to headstones, bases, or foundations.
- B. Only one headstone will be allowed for each plot, and this shall be placed at the head of the plot. In the event a family monument headstone is placed at the head of a group of plots, an individual marker may be placed at the foot of each plot for individuals buried there. Government markers such as military markers may also be placed at the foot of the plot in addition to the headstone. Footstones can be placed at the foot of a plot that will have the maximum size of twenty four inches in width and sixteen inches in depth and flat and level to the ground.
- C. All headstones, bases, and foundations shall fit and be placed within the purchased plot boundaries.
- D. The town shall not be responsible for the preservation and care of any headstones, markers or memorials installed in the cemetery.
- E. Since the town does not have a full-time cemetery groundskeeper; daily maintenance of sites is not performed. In order to establish grass on plots and to allow access for the sprinkler system and mowing machines, no rock, gravel, wood, or similar type of ground covering will be allowed. No fences, curbing, borders or barriers are allowed around plots or individual plots, except for those already in existence (grandfathered in as of the date of the approval of this chapter).
- F. If existing fences are not in good and attractive condition, written notice will be given to the plot owner (or their heir) to bring their fence into compliance within thirty days. If after the thirty-day period said fence is not in compliance, the public works department shall remove the fence at the owner's or heir's expense. If the existing fence is removed, a new fence will not be allowed, to comply with current Section 13.60.090E.
- G. The placing of decorations, cut flowers or plastic flowers, or other small tokens of remembrance at individual plots shall be permitted; however, the town shall not be responsible for the care of such decorations, flowers, tokens of remembrance or the containers that they are placed in. The town may remove, without notice, all decorations, flowers, real or artificial, tokens of remembrance, tattered flags, or other things that are deteriorated or broken and articles that blow from plots on an as-needed basis.
- H. The town shall not be held liable for lost, misplaced or broken flower vases or other decorations, or for damage by the elements, thieves, vandals, or by causes beyond its control. The town reserves the right to regulate the method of decorating burial plots and the right to remove any decoration so that a uniform beauty may be maintained.
- I. The placement of permanent decorations or small tokens of remembrance shall only be permitted with the express, written permission of the town.
- J. No person shall plant any tree, shrub or other plant at individual plots except those permitted and approved in writing by the town.

K. The town will determine the allocation of water at the cemetery to handle drought conditions that can occur in the area. Those who personally maintain plots of loved ones may be asked to not use extra water in addition to the automatic sprinkler system. (Ord. No. 2011-01, Exh. A, 3-15-2011; Ord. No. 2012-02, Exh. A, 3-6-2012; Ord. No. 2012-08, Exh. A, 8-21-2012; Ord. No. 2016-02, Exh. A, 4-5-2016)

13.60.100 Use of motorized vehicles in cemeteries.

- A. No person shall drive any motorized vehicle within the cemetery except upon driveways designated for that purpose.
 - B. Vehicles shall not be operated in excess of five miles per hour within cemeteries.
 - C. Vehicles shall not drive or park off of hard-surfaced roads.
- D. Vehicles shall not be parked or left standing where the vehicle blocks other traffic or prevents other vehicles from using or traveling on the cemetery roads. The town of Eagar reserves the right to have any vehicle violating this section removed at the owner's expense.
- E. Funeral processions entering the cemetery shall be under the direction and control of the town police department. Unless exception is made by the town in writing, a licensed funeral director shall be present at all times and shall conduct services as provided by existing state laws, the Town Code, and applicable rules and regulations. (Ord. No. 2011-01, Exh. A, 3-15-2011)

13.60.110 Enforcement and penalties.

- A. The town police department and the code enforcement officer shall, in connection with their duties, enforce the provisions of this chapter.
- B. The town police department and the code enforcement officer shall have the authority to order any person or persons acting in violation of this chapter to leave the cemetery.
- C. Violators of this chapter may be cited using the uniform traffic citation form or any other form approved by the chief of police. The citation shall show the specific section or sections alleged to have been violated, a brief description of the violation, whether the citation is for a civil or criminal offense, and whether the violation is charged as a second, third or greater offense. If there is no designation of a second or greater offense, the citation shall be considered a first offense.
- D. Violations of the following sections of this chapter shall be charged on the first and subsequent offenses as a class 2 misdemeanor:
 - 1. Section 13.60.020.
 - 2. Section 13.60.050C.
 - 3. Sections 13.60.080C, D, E, F, G, H, and I AND J.
 - 4. Sections 13.60.100A, B, C, and D.
- E. Civil Violations. When a violation of this chapter, except as set forth in Section 13.60.110D, above, is undesignated or designated a first offense by the enforcement officer or the town attorney, a person found to have been in violation of this chapter shall be deemed to have committed a civil offense and shall be subject to a civil penalty of not less than fifty dollars nor more than five hundred dollars, plus restitution for personal injuries, property damage or any other economic loss suffered by any person including the town.
- F. Criminal Violations. When a person convicted of a violation of this chapter is a person who has been previously convicted of a violation of a provision of this chapter within a period of twelve months, the person shall be deemed to have committed a class 2 misdemeanor, pursuant to A.R.S. Title 13, Chapters 6, 7 and 8, as amended, and shall be subject to a fine of not less than seventy-five dollars nor more than seven hundred fifty dollars for each violation or

count, plus surcharges, fees and restitution for personal injuries, property damage or any other economic loss suffered by any person including the town. (Ord. No. 2011-01, Exh. A, 3-15-2011; Ord. No. 2012-02, Exh. A, 3-6-2012)

EAGAR POLICE DEPARTMENT MEMORANDUM

TO: Honorable i

Honorable Mayor and Members of the Town Council

FROM:

Mike Sweetser, Interim Chief of Police

DATE:

September 20th, 2016

SUBJECT:

Recommended changes Municipal Codes Chapter 6 and Chapter 18

CC:

Tami Ryall

To address concerns revolving around some of the municipal codes related to animals, a complete review of the applicable Town of Eagar municipal codes has been conducted. From that review we desire to streamline the municipal codes involving animals and the following are the recommendations:

- Consolidates all the animal codes into Title 6 to streamline the process. Rather than having requirements in two code chapters, moves codes relating to animals from Title 18 to Title 6. The Planning and Zoning Commission voted to recommend this change on September 13, 2016.
- The requirements for a Five or More Dogs permit are amended to remove the requirement for 10,000 sq/ft per dog if a citizen has over 4 dogs. After this change, an acre minimum will be required for a Five or More Dog permit, but there will be no additional space requirement based on the number of dogs. The application process for the permit and renewal will remain the same as the process recently approved by Council.
- Adds an additional line to Section 6.04.040 (Public nuisance) which covers the
 concerns of odor, flies, dust, etc. In reference to Sections 6.04.070 and 6.04.080
 which both relate to diseased animals, removes Section 6.04.080 and clarify that
 a citizen should contact animal control if they have a concern about a potentially
 rabid animal.
- The leash law under Section 6.12.060 is amended to clarify a dog shall be on a leash 'if on public property' or directly under control 'if on private property'. This is similar to state statute, but allows violations to be treated as a petty offense rather than a class 2 misdemeanor.
- Removes "Liability for Damages" under the dog section and add a new chapter (6.20) that addresses not only dogs but general damage to private property done by animals at large for consistency.
- Fostering dogs was brought up during discussions at the Planning and Zoning Commission. To address concerns, if it is believed the property owner is going to have more that 4 dogs at any point in time, they would need a 5 or more dogs permit. 'Fostering' was added to both the definitions and Section 6.12.100.

ORDINANCE NO. 2016-07

AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF EAGAR, APACHE COUNTY, ARIZONA AMENDING THE TOWN CODE OF EAGAR, ARIZONA TITLE 18, BY AMENDING SECTIONS 18.20.050, 18.24.050, 18.28.050, 18.32.050, 18.32.050, 18.36.050, 18.40.050, 18.44.050, 18.48.060, 18.52.050 – ZONING, GENERAL PROVISIONS; AND BY AMENDING TITLE 6, SECTIONS 6.04.010, 6.04.040, 6.04.070, 6.04.080, 6.04.090, 6.12.060, 6.12.080, 6.12.090, 6.12.110, 6.16.010, AND ADDING CHAPTERS 6.10 AND 6.20. – ANIMALS

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF EAGAR, AS FOLLOWS:

WHEREAS, the Town of Eagar, Arizona, (the Town) desires to amend the Eagar Town Code, Title 18-Zoning, General Provisions pertaining to keeping of animals; and

WHEREAS, the Town desires to amend the Eagar Town Code Title 6-Animals; and

WHEREAS, the Town desires the Eagar Town Code to be a comprehensible tool to be used by its staff and its citizens; and

WHEREAS, the Town, by removing Title 18-Zoning, General Provisions as it relates to keeping of animals and incorporating similar language into Title 6-Animals, believes this will better serve the desires of the Town and it's citizens; and

WHEREAS, the proposed amendments to the Eagar Town Code have been discussed and presented to the Town Council of the Town of Eagar.

NOW THEREFORE, be it resolved to adopt the changes attached in Exhibit "A" Title 18, Chapters 18.20.050, 18.24.050, 18.28.050, 18.32.050, 18.36.050, 18.40.050, 18.44.050, 18.48.060, 18.52.050 Zoning, General Provisions.

NOW THEREFORE, be it resolved to adopt the changes attached in Exhibit "B", Title 6, Chapters 6.04.010, 6.04.040, 6.04.070, 6.04.080, 6.04.090, 6.12.060, 6.12.080, 6.12.090, 6.12.100, 6.12.110, 6.16.010, and adding chapters 6.10 and 6.20 – Animals.

PASSED AND ADOPTED by the 2016.	Mayor and Town Council of Eagar, Arizona this day of
ATTEST:	APPROVED:
Eva M. Wilson, Town Clerk	Bryce Hamblin, Mayor
APPROVED AS TO FORM:	
Douglas E. Brown, Town Attorney	

Exhibit "A"

Title 18

ZONING*

18.20.050 General Provisions.

- D. Animals, Keeping of.
- 1.—Piggeries (three or more pigs). No pigsty or piggery shall be built or maintained on marshy ground or land subject to overflow, nor within two hundred feet of any stream, canal or other source of water supply, nor within three hundred feet of an inhabited house or public meetinghouse on an adjoining property.
- a.— When garbage is fed to any pig, all unconsumed garbage shall be removed daily and disposed of by burial or incineration.
- b. No organic material furnishing food for flies shall be allowed to accumulate on the premises.
- c. All garbage shall be handled and fed upon platforms of concrete or other impervious material.
- d. Unslaked lime, hypochlorite or lime, borax or mineral oil shall be used daily in sufficient quantities to prevent offensive odors and the breeding of flies.
- 2. Domesticated Dogs, Including Pets, Working, Sporting, and Breeding. Except as otherwise permitted in this section, the keeping of dogs in connection with each dwelling shall not exceed a total of four dogs including pets, working, sporting and breeding. With birth of dogs; exceeding more than four will be allowed six months to return the total to four or less.
- a. A resident in the town wishing to keep more than the allowed four dogs, including pets, working, sporting and breeding, shall apply for a conditional use permit with the community development department and have the conditional use permit approved by the planning and zoning commission prior to the police department issuing their "five or more dog permit".
- b. Each individual parcel where a conditional use permit is applied for will require a minimum of ten thousand square feet of property for each dog.
- 3. Indoor Pets. The provisions of this section shall not apply to birds, fish and other pets (excluding dogs) that are kept fully within the resident's home.
- 4. No animal(s) shall damage or cause the damage to property on adjoining parcels such as fences, trees, buildings, etc. If damage occurs, the community development department may initiate suitable remedies, which may include compensation for damages, responsibility for repairs or the erection of a perimeter fence two feet from all property lines.
- 5. Animals (including poultry and rabbits) shall not cause a nuisance (defined as, but not limited to, offensive odor, excessive flies, dust or animal waste) to adjoining property owners or occupants.
- 6. A complaint must be made in writing and submitted to the community development department by an occupant within three hundred feet of the offending parcel. The town may also initiate a complaint if a violation occurs. The community development department will then determine complaint validity and take necessary action to resolve the problem. The community development department shall give written notice of the finding and the violator may be cited ten days after, if corrective action is not taken. The action or inaction of the community development department, based on said community development department's interpretation of this section, may be appealed to the board of adjustment. The appeal shall be filed in writing within ten days of receipt of the community development department's written notice and shall contain an explanation for the appeal and why the complaint is not valid. The board of adjustment's action shall be the final determination of the town.

<u>18.24.050</u>	General Provisions
<u> 18.28.050</u>	General Provisions
18.32.050	General Provisions
<u> 18.36.050</u>	General Provisions
<u> 18.40.050</u>	General Provisions

- D. Animals, Keeping of.
- 1. Large animals shall be defined as all animals of breeds capable of weighing more than one hundred pounds, such as but not limited to, ostriches, cattle, horses, pigs and sheep, and are typically associated with production, harvest or use. An animal unit shall be defined as a female along with her offspring until weaning. The following shall apply:
- a. A minimum parcel size of one-half acre is required for the keeping of large animals. Exceptions to this include, but are not limited to, the temporary grazing of areas or short-term holding of animals for other reasons, i.e., veterinary care, transportation arrangements, sale.
- b. A conditional use permit can be applied for by individuals requesting the keeping of an animal for a special purpose, such as 4-H or FFA, if the individual does not have a minimum of one-half acre parcel size, and is subject to the following requirements:
- i. The applicant shall complete a conditional use permit application and submit it to the community development department.
- ii. The application shall be reviewed by the planning and zoning commission at their regular meeting at which time it shall be approved for a specified period of time, or denied.
 - iii. Payment of the filing fee shall be waived for FFA and 4-H projects.
 - c. Piggeries (three or more pigs):
- i.— No pigsty or piggery shall be built or maintained on marshy ground or land subject to overflow, nor within two hundred feet of any stream, canal or other source of water supply, nor within three hundred feet of an inhabited house or public meetinghouse on an adjoining property.
- ii. When garbage is fed to any pig, all unconsumed garbage shall be removed daily and disposed of by burial or incineration.
- iii.— No organic material furnishing food for flies shall be allowed to accumulate on the premises.
- iv. All garbage shall be handled and fed upon platforms of concrete or other impervious material.
- v. Unslaked lime, hypochlorite or lime, borax or mineral oil shall be used daily in sufficient quantities to prevent offensive odors and the breeding of flies.
- 2. Domesticated Dogs, Including Pets, Working, Sporting, and Breeding. Except as otherwise permitted in this section, the keeping of dogs in connection with each dwelling shall not exceed a total of four dogs including pets, working, sporting and breeding. With birth of dogs; exceeding more than four will be allowed six months to return the total to four or less.
- a. A resident in the town wishing to keep more than the allowed four dogs, including pets, working, sporting and breeding, shall apply for a five or more dogs permit with the police department and have the acreage verified by the community development department prior to the police department issuing their five or more dog permit.
- b. Each individual parcel where a five or more dogs permit is applied for will require a minimum of ten thousand square feet of property for each dog.
- 3. Indoor Pets. The provisions of this section shall not apply to birds, fish and other pets (excluding dogs) that are kept fully within the resident's home.

- 4.— No animal(s) shall damage or cause the damage to property on adjoining parcels such as fences, trees, buildings, etc. If damage occurs, the community development department may initiate suitable remedies, which may include compensation for damages, responsibility for repairs or the erection of a perimeter fence two feet from all property lines.
- 5. Animals (including poultry and rabbits) shall not cause a nuisance (defined as, but not limited to, offensive odor, excessive flies, dust or animal waste) to adjoining property owners or occupants.
- 6. A complaint must be made in writing and submitted to the community development department by an occupant within three hundred feet of the offending parcel. The town may also initiate a complaint if a violation occurs. The community development department will then determine complaint validity and take necessary action to resolve the problem. The community development department shall give written notice of the finding and the violator may be cited ten days after, if corrective action is not taken. The action or inaction of the community development department, based on said community development department's interpretation of this section, may be appealed to the board of adjustment. The appeal shall be filed in writing within ten days of receipt of the community development department's written notice and shall contain an explanation for the appeal and why the complaint is not valid. The board of adjustment's action shall be the final determination of the town.

18.44.050 General Provisions

- D. Animals, Keeping of.
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- 3. No animal(s) shall damage or cause the damage to property on adjoining parcels such as fences, trees, buildings, etc. If damage occurs, the community development department may initiate suitable remedies, which may include compensation for damages, responsibility for repairs or the erection of a perimeter fence two feet from all property lines.
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explanation for the appeal and why the complaint is not valid. The board of adjustment's action shall be the final determination of the town.

18,48,060 General Provisions. 18.52,050

- General provisions.
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- a. A minimum parcel size of one-half acre is required for the keeping of large animals. Exceptions to this include, but are not limited to:
- i. The temporary grazing of areas or short-term holding of animals for other reasons, i.e., veterinary care, transportation arrangements, sale,
- b. A conditional use permit can be applied for by individuals requesting the keeping of an animal for a special purpose, such as 4-H or FFA, if the individual does not have a minimum of onehalf acre parcel size, and is subject to the following requirements:
- i. The applicant shall complete a conditional use permit application and submit it to the community development department.
- ii. The application shall be reviewed by the planning and zoning commission at their regular meeting at which time it shall be approved for a specified period of time, or denied.
- iii. Payment of the filing fee shall be waived for FFA and 4-H projects and may be waived for other individuals at the direction of the town council.
 - c. Piggeries (Three or More Pigs):
- i. No pigsty or piggery shall be built or maintained on marshy ground or land subject to overflow, nor within two hundred feet of any stream, canal or other source of water supply, nor within three hundred feet of an inhabited house or public meetinghouse on an adjoining property.
- ii. When garbage is fed to any pig, all unconsumed garbage shall be removed daily and disposed of by burial or incineration.
- iii. No organic material furnishing food for flies shall be allowed to accumulate on the premises.
- All garbage shall be handled and fed upon platforms of concrete or other impervious iv. material.
- Unslaked lime, hypochlorite or lime, borax or mineral oil shall be used daily in sufficient quantities to prevent offensive odors and the breeding of flies.
- 2. Domesticated Dogs, Including Pets, Working, Sporting, and Breeding, Except as otherwise permitted in this section, the keeping of dogs in connection with each dwelling shall not exceed a total of four dogs including pets, working, sporting and breeding. With birth of dogs; exceeding more than four will be allowed six months to return the total to four or less.
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suitable remedies, which may include compensation for damages, responsibility for repairs or the erection of a perimeter fence two feet from all property lines.

- 5. Animals (including poultry and rabbits) shall not cause a nuisance (defined as, but not limited to, offensive odor, excessive flies, dust or animal waste) to adjoining property owners or occupants.
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Exhibit "B" Title 6

ANIMALS*

Chapters:

<u>6.04</u>	Rules and Regulations
<u>6.08</u>	Impoundment of Animals
<u>6.10</u>	LARGE ANIMALS
<u>6.12</u>	<u>Dogs</u>
<u>6.16</u>	Enforcement
6.20	LIABILITY

Chapter 6.04

RULES AND REGULATIONS

Sections:

,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	01101	
	6.04.010	Definitions.
	6.04.020	Dangerous or vicious animals.
	6.04.030	Wild animals.
	6.04.040	Public nuisance.
	6.04.050	Animals at large.
	6.04.060	Disturbing the peace.
	6.04.070	Diseased animals.
	6.04.080	Removal of suspected diseased animals.
	6.04. 090 080	Cruelty to animals.

6.04.010 Definitions.

- A. "At large" means off the premises of the owner or not under the control of the owner, or other persons acting for or on behalf of the owner.
- B. "Collar" means a band, chain, harness or suitable device worn around the neck of the dog to which a license may be affixed.
- C. "Dangerous" or "vicious" means an animal or dog which has a propensity to attack, to cause injury or otherwise endanger the safety of human beings without provocation or which has been found to be a vicious animal by a court of competent authority, which bites, inflicts physical injury on or attacks a human being, or constitutes a physical threat to other animals.
 - D. "Dog" means a member of the "canis families" family.
- E. "FOSTERING" MEANS CARING FOR A DOG WHILE PERMANENT PLACEMENT IS BEING SOUGHT BY A SHELTER OR RESCUE AGENCY.
- EF. "Owner" means any person owning, keeping, possessing, harboring, or maintaining a dog or an animal.
- FG. "Pound" means any establishment authorized by the town for the confinement, maintenance, safekeeping, and control of dogs that come into custody of the animal control officer.

- GH. "Vaccination" means an anti-rabies vaccination using a type of vaccine approved by the State Veterinarian.
- HI. "Animal control officer" means the animal control officer of the town, his designee or any peace officer responsible for the enforcement of this chapter.
- IJ. "Containment" means a structure or device that prevents the animal from leaving the owner's property or control.
- JK. "Animal" or "animals" means horses, mules, burros, cattle, goats, sheep, swine, llamas, ostriches, emus, or other livestock, poultry, or any other animal that is susceptible to rabies, except man.
 - KM. "Wild animal" means an animal of a wild nature or disposition.
- LN. "Directly under control" means the person responsible for the animal must be in sight of the animal; must be able to immediately control the actions of the animal and must ensure the animal does not leave the responsible person's property. (Ord. 2006-11 Exh. A (part), 2006: Ord. 99-4 (part), 1999; Ord. 97-1 (part), 1997) (Ord. No. 2010-01, Exh. A, 1-5-10)

6.04.040 Public nuisance.

Any animal or animals that does any of the following are declared to be a public nuisance, and may be impounded by the animal control officer from private property in response to a complaint by a person concerning this section if: the nuisance is continuing, the complaining person is willing to press charges and the owner or caretaker is not present to take control of the animal and stop the nuisance. The owner will bear the cost of the impound and feed. It is unlawful for any person to permit such animal or animals to:

- A. Molest passersby or passing vehicles:
- B. Attack other animals;
- C. Trespass on school grounds;
- D. Repeatedly be at large:
- E. Damage public or private property;
- F. Repeatedly cause garbage to be thrown about;
- G. Disturb the peace.
- H. ANIMALS (INCLUDING POULTRY AND RABBITS) SHALL NOT CAUSE A NUISANCE (DEFINED AS, BUT NOT LIMITED TO OFFENSIVE ODOR, EXCESSIVE FLIES, DUST OR ANIMAL WASTE) TO ADJOINING PROPERTY OWNERS OR OCCUPANTS. (Ord. 2006-11 Exh. A (part), 2006: Ord. 97-1 (part), 1997)

6.04.070 Diseased animals.

No animal afflicted with a contagious or infectious disease shall be allowed to run at large or be exposed to any public place whereby the health of man or beast may be affected. EVERY OWNER OR OTHER PERSON KNOWING OR SUSPECTING THAT AN ANIMAL HAS RABIES SHOULD IMMEDIATELY NOTIFY THE ANIMAL CONTROL OFFICER WHO SHALL EITHER REMOVE THE ANIMAL TO THE POUND OR SUMMARILY DESTROY IT, EXCEPT IN CASES WHERE THE STATE HEALTH OFFICER OR STATE VETERINARIAN IS EMPOWERED TO ACT. (Ord. 2006-11 Exh. A (part), 2006: Ord. 97-1 (part), 1997)

6.04.080 Removal of suspected diseased animals.

It shall be unlawful for any person knowing or suspecting an animal, which has rabies, or with a contagious or infectious disease to allow such an animal to be taken off his premises or beyond the limits of the town without the written permission of the animal control officer. Every

owner or other person knowing or suspecting that an animal has rabies should immediately notify the animal control officer who shall either remove the animal to the pound or summarily destroy it, except in cases where the state health officer or state veterinarian is empowered to act. (Ord. 2006-11 Exh. A (part), 2006: Ord. 97-1 (part), 1997)

6.04.090080 Cruelty to animals.

- A. Any person owning or acting for the owner of any animal shall provide said animal with sufficient wholesome and nutritious food, water in sufficient quantity within an eighteenhour period. All dogs shall be maintained in such a manner as to provide with humane care and treatment. No person shall:
 - 1. Recklessly subject any animals or poultry to cruel mistreatment; or
- 2. Recklessly subject any animal or poultry under the person's custody or control to cruel neglect or abandonment; or
- 3. Recklessly kill any animal or poultry under the custody or control of another without either legal privilege or consent of the owner; or
- 4. Intentionally interfere with, kill or harm a working or service animal without either legal privilege or consent of the owner.
- B. It is a defense to subsection A of this section if any person exposes poison to be taken by a dog which has killed or wounded livestock or poison to be taken by predatory animals on premises owned, leased or controlled by the person for the purpose of the protection of such person or the person's livestock or poultry, and the treated property is kept posted by the person who authorized or performed the treatment until such poison has been removed, and such poison is removed by the person exposing the poison after the threat to such person, the person's livestock or the person's poultry has ceased to exist. The posting required shall be in such manner as to provide adequate warning to persons who enter the property by the point or points of normal entry. The warning notice which is posted shall be of such size that it is readable at a distance of fifty feet, shall contain a poison statement and symbol and shall state the word "danger" or "warning."

CHAPTER 6.10

LARGE ANIMALS

SECTIONS:

6.10.010 LARGE ANIMALS.

6.10.010 LARGE ANIMALS

- 1. LARGE ANIMALS SHALL BE DEFINED AS ALL ANIMALS OF BREEDS CAPABLE OF WEIGHING MORE THAN ONE HUNDRED POUNDS, SUCH AS BUT NOT LIMITED TO, OSTRICHES, CATTLE, HORSES, PIGS AND SHEEP, AND ARE TYPICALLY ASSOCIATED WITH PRODUCTION, HARVEST OR USE. AN ANIMAL UNIT SHALL BE DEFINED AS A FEMALE ALONG WITH HER OFFSPRING UNTIL WEANING. THE FOLLOWING SHALL APPLY:
- A. A MINIMUM PARCEL SIZE OF ONE-HALF ACRE IS REQUIRED FOR THE KEEPING OF LARGE ANIMALS. EXCEPTIONS TO THIS INCLUDE, BUT ARE NOT LIMITED TO,
- I. THE TEMPORARY GRAZING OF AREAS OR SHORT-TERM HOLDING OF ANIMALS FOR OTHER REASONS, I.E., VETERINARY CARE, TRANSPORTATION ARRANGEMENTS, SALE.
- B. A PERMIT CAN BE APPLIED FOR BY INDIVIDUALS REQUESTING THE KEEPING OF AN ANIMAL FOR A SPECIAL PURPOSE, SUCH AS 4-H OR FFA, IF THE INDIVIDUAL DOES NOT HAVE A

MINIMUM OF ONE-HALF ACRE PARCEL SIZE, AND IS SUBJECT TO THE FOLLOWING REQUIREMENTS:

- I. THE APPLICANT SHALL COMPLETE A PERMIT APPLICATION AND SUBMIT IT TO THE ANIMAL CONTROL DIVISION.
- II. THE APPLICATION SHALL BE REVIEWED BY THE ANIMAL CONTROL OFFICER AND CHIEF OF POLICE AT WHICH TIME IT SHALL BE APPROVED FOR A SPECIFIED PERIOD OF TIME, OR DENIED.
 - III. PAYMENT OF THE FILING FEE SHALL BE WAIVED FOR FFA AND 4-H PROJECTS.
- 2. PIGGERIES (THREE OR MORE PIGS). NO PIGSTY OR PIGGERY SHALL BE BUILT OR MAINTAINED ON MARSHY GROUND OR LAND SUBJECT TO OVERFLOW, NOR WITHIN TWO HUNDRED FEET OF ANY STREAM, CANAL OR OTHER SOURCE OF WATER SUPPLY, NOR WITHIN THREE HUNDRED FEET OF AN INHABITED HOUSE OR PUBLIC MEETINGHOUSE ON AN ADJOINING PROPERTY.
- A. WHEN GARBAGE IS FED TO ANY PIG, ALL UNCONSUMED GARBAGE SHALL BE REMOVED DAILY AND DISPOSED OF BY BURIAL OR INCINERATION.
- B. NO ORGANIC MATERIAL FURNISHING FOOD FOR FLIES SHALL BE ALLOWED TO ACCUMULATE ON THE PREMISES.
- C. ALL GARBAGE SHALL BE HANDLED AND FED UPON PLATFORMS OF CONCRETE OR OTHER IMPERVIOUS MATERIAL.
- D. UNSLAKED LIME, HYPOCHLORITE OR LIME, BORAX OR MINERAL OIL SHALL BE USED DAILY IN SUFFICIENT QUANTITIES TO PREVENT OFFENSIVE ODORS AND THE BREEDING OF FLIES.
- 3. INDOOR PETS. THE PROVISIONS OF THIS SECTION SHALL NOT APPLY TO BIRDS, FISH AND OTHER PETS (EXCLUDING DOGS) THAT ARE KEPT FULLY WITHIN THE RESIDENT'S HOME.

Chapter 6.12

DOGS

Sections:

0113.	
6.12.010	Fees.
6.12.020	Adoption.
6.12.030	Applicability of chapters to dogs
6.12.040	Licenses and tags generally.
6.12.050	Vaccination required.
6.12.060	Dog at large.
6.12.070	Impoundment of dogs.
6.12.080	Liability for damages.
6.12. 090 080	
6.12. 100 090	Rabies epidemic.

6.12.110100 Five or more dogs permit.

6.12.060 Dog at large.

A. Any person owning, keeping, possessing, harboring or maintaining a dog shall have the dog contained, on a leash IF ON PUBLIC PROPERTY or directly under control IF ON PRIVATE

PROPERTY. A dog not contained, on a leash or directly under control shall be considered at large.

- B. A dog is not deemed to be at large:
- 1. While said dog is actively engaged in dog obedience training and is accompanied by and under the control of his owner or trainer;
 - 2. While such dog is being used for hunting purposes;
- 3. While such dog is being exhibited or trained at a recognized kennel club event, public school or park sponsored event;
 - 4. While such dog is engaged in races approved by the Arizona Racing Commission;
 - 5. This section shall not apply to a police dog while in the performance of duty.

6.12.080 Liability for damages.

- A. It is unlawful for any dog to kill any domesticated animal within the boundaries of the town. If any person discovers a dog in the act of violating any portion of this section, or to prevent the escape of a dog after immediately committing a violation of this section if it cannot be identified, that person may kill, or injure the dog in such action as is necessary for the protection of the animal listed in this subsection, except that such person will not discharge a firearm or other dangerous instrument within the boundaries of the town without a special permit from the chief of police.
- B. The owner of a dog is liable for damages caused by the dog killing, wounding, or chasing any livestock, poultry, or domestic animal, and any other damages caused by the dog while at large. (Ord. 2006-11 Exh. A (part), 2006: Ord. 97-1 (part), 1997)

6.12.090080 Biting dogs.

- A. Whenever a dog bites any person, the incident shall be reported to the animal control officer immediately by any person having direct knowledge.
- B. Any dog that bites any person shall be quarantined and impounded., as prescribed in Section 6.04.080 for a period of not less than ten days. The quarantine period shall start on the day of the bite incident. If the day of the bite is not known, the quarantine period shall start on the first day of impoundment. The owner of any dog that has bitten a person may voluntarily deliver the dog to the animal control officer at the pound; otherwise, there shall be an assessment against the owner if the animal control officer must pick up the dog. If the dog is impounded in the pound for observation as a result of a dog bite incident, there shall be an assessment as established by resolution of the council, and no other impoundment fees shall be charged under these circumstances.
- C. If the dog shows clear clinical signs of rabies or other dangerous, contagious and infectious disease, or if the owner consents to its destruction, it shall be the duty of the animal control officer to destroy such dog in as humane manner as is reasonably possible. If at the end of the quarantine or impoundment, the animal control officer, after consultation with a veterinarian is convinced that the dog is free from such diseases, the dog shall be released. If the dog dies during the period of quarantine or impoundment, its head shall be sent to the State Department of Health for an examination.
- D. Nothing in this section shall permit the bringing of an action for damages against any governmental agency using a dog in military or police work if the bite occurred while the dog was defending itself from a harassing or provoking act, or assisting an employee of the agency in any of the following:
- 1. In the apprehension or holding of a suspect where the employee has a reasonable suspicion of the suspect's involvement in criminal activity;
 - 2. In the investigation of a crime or possible crime;

- 3. In the execution of a warrant;
- 4. In the defense of a peace officer or another person.
- E. The owner of a dog is liable for injury caused by the dog while it is at large.

6.12.100090 Rabies epidemic.

Whenever the prevalence of hydrophobia renders such action necessary to protect the public health and safety, the mayor shall issue a proclamation ordering every person owning or keeping a dog to confine it securely on his premises unless it is muzzled so that it cannot bite. No person shall violate such proclamation and any unmuzzled dog running at large during the time fixed on the proclamation may be killed by the animal control officer without notice to the owner.

6.12.110100 Five or more dogs permit.

- A. A person owning or caring for more than four dogs within the town shall obtain a five or more dogs permit from animal control. A RESIDENT IN THE TOWN WISHING TO KEEP MORE THAN THE ALLOWED FOUR DOGS, INCLUDING PETS, WORKING, SPORTING, FOSTERING AND BREEDING, SHALL APPLY FOR A FIVE OR MORE DOGS PERMIT WITH THE POLICE DEPARTMENT AND HAVE THE ACREAGE VERIFIED BY THE COMMUNITY DEVELOPMENT DEPARTMENT PRIOR TO THE POLICE DEPARTMENT ISSUING THE FIVE OR MORE DOGS PERMIT. EACH INDIVIDUAL PARCEL WHERE A 5 OR MORE DOGS PERMIT IS APPLIED FOR WILL REQUIRE A MINIMUM OF ONE ACRE.
- B. The fee shall be set by resolution of the town council and the permit shall be renewed every year. Within five days of the application, the town will provide public notice of the permit request to all residences/properties within one-quarter mile of the applicant's property. If there is public concern about the permit, the police department will conduct a public meeting to hear the concerns within fourteen days of the permit request. The animal control officer will consider the complaint history of the applicant, any previous citations, violations or other past issues, and any concerns raised by the public in making a decision on the permit request. The five or more dogs permit can be revoked by the animal control officer prior to expiration of the permit, if it is deemed in the public's best interest due to an excessive amount of complaints, citations, violations, and/or problems associated with the five or more dogs permit. The decision of the animal control officer may be appealed to the chief of police.
- C. A dog kept under the five or more dogs permit is not required to be licensed individually under section 6.12.040, however, each dog shall have an identification tag bearing the owner's name, street address and telephone number affixed to a collar. A dog leaving the area specified in the five or more dogs permit shall be licensed under section 6.12.040, except if the dog is only being transferred to another location which has a five or more dogs permit issued under this section. Dogs maintained in the area specified by the permit shall require the permit holder to have each dog vaccinated with a state veterinarian-approved vaccination drug for rabies. The permit holder shall maintain written records giving the dog's description, date of vaccination and type, manufacturer and serial number of the vaccine used.
- D. The animal control officer may inspect the premises of any breeder, handler, five or more dogs permit holder or kennel operator to help ensure that the animals are cared for properly and are kept and housed under safe, sanitary, odor controlled conditions, as otherwise set forth in this chapter.
- E. A person found violating this title is guilty of a petty offense, punishable in accordance with state law. If any violation is continuing, each day's violation shall be deemed a separate violation. If any person has two prior petty offense violations (or defaults) for violations of this title, Section 6.04.040 (public nuisance), Section 6.04.050 (animals at large), Section 6.04.060 (disturbing the peace), Section 6.12.050 (vaccination required), or Section 6.12.060 (dog at large) within twenty-four months, such person may be charged with a

misdemeanor for the subsequent violation. If a person receives a penalty for failing to obtain a five or more dogs permit, the person must still comply with the requirements in subsection A. to obtain a five or more dogs permit.

- \pm E. This section shall not apply to Kennels or Animal Shelters as otherwise permitted by the Town Zoning Code.
- GF. Birth of dogs exceeding more than the four-dog limit will be allowed six months to return the total to four or less. Failure to comply with the four-or-less dog limit at the end of the six-month period will require the owner or person caring for the animals to obtain a five or more dogs permit.

Chapter 6.16

ENFORCEMENT*

Sections:

6.16.010 Enforcement provisions.

6.16.020 Enhanced violation fine for dog at large.

*Prior ordinance history: Ord. 97-1.

6.16.010 Enforcement provisions.

- A. Unless otherwise provided herein, any person found violating any provision of this title shall be guilty of a misdemeanor, punishable in accordance with applicable state law. Any person violating Section 6.04.040 (Public nuisance), Section 6.04.050 (Animals at large), Section 6.04.060 (Disturbing the peace), SECTION 6.10.010 (LARGE ANIMALS), Section 6.12.050 (Vaccination required), and Section 6.12.060 (Dog at large)), AND SECTION 6.12.100 (FIVE OR MORE DOG PERMIT) shall be guilty of a petty offense, punishable in accordance with applicable state law. If any violation is continuing, each day's violation shall be deemed a separate violation. If any person has two prior petty offense convictions (or defaults) for violations of this title, within twenty-four months, such person may be charged with a misdemeanor for any subsequent violation.
- B. Any person violating any provision of this title shall be punished by a fine set by resolution of town council, unless agreed to by prosecution. The fine doubles for each subsequent violation within a twenty-four month period and committed by the same animal.
- The animal control officer may review all the licenses issued to a dog owner who has received four or more convictions or defaults for the same violations of this title in a twenty-four month period. Upon filing a complaint with the town magistrate by the animal control officer and giving notice to the owner a civil hearing will be scheduled with the town magistrate to review the revocation of the owner's license. After the hearing, the town magistrate may issue an order revoking the license of such owner and order that no new license may be issued for a specified period of time. During the time the license is revoked, the owner of the dog will not be allowed to keep the dog in the town limits of Eagar. If the owner fails to comply with the order, the dog can be removed from private property and impounded by the animal control officer, in addition to the criminal charge of ARS 13-2810.A2 Interfering with judicial proceedings (class one misdemeanor). If a dog is impounded pursuant to this section, the owner or caretaker of the dog will be notified in person or by mail or by notice placed at the residence the dog was removed from. The owner will have six working days to contact the animal control officer to claim the dog and pay all established impound fees. At the expiration of the impoundment period, anyone may claim the dog provided that such person pays all established impound fees and completes the licensing provisions of this chapter. If no person claims the dog, the animal control officer may dispose of the dog in a humane manner.

CHAPTER 6.20

LIABILITY

SECTIONS:

6.20.010 LIABILITY FOR DAMAGES (DOGS/DOMESTIC ANIMALS).
6.20.020 LIABILITY FOR DAMAGES (GENERAL PROPERTY DAMAGE).

6.20.010 LIABILITY FOR DAMAGES (DOGS/DOMESTIC ANIMALS).

A. IT IS UNLAWFUL FOR ANY DOG TO KILL ANY DOMESTICATED ANIMAL WITHIN THE BOUNDARIES OF THE TOWN. IF ANY PERSON DISCOVERS A DOG IN THE ACT OF VIOLATING ANY PORTION OF THIS SECTION, OR TO PREVENT THE ESCAPE OF A DOG AFTER IMMEDIATELY COMMITTING A VIOLATION OF THIS SECTION IF IT CANNOT BE IDENTIFIED, THAT PERSON MAY KILL, OR INJURE THE DOG IN SUCH ACTION AS IS NECESSARY FOR THE PROTECTION OF THE ANIMAL LISTED IN THIS SUBSECTION, EXCEPT THAT SUCH PERSON WILL NOT DISCHARGE A FIREARM OR OTHER DANGEROUS INSTRUMENT WITHIN THE BOUNDARIES OF THE TOWN WITHOUT A SPECIAL PERMIT FROM THE CHIEF OF POLICE.

B. THE OWNER OF A DOG IS LIABLE FOR DAMAGES CAUSED BY THE DOG KILLING, WOUNDING, OR CHASING ANY LIVESTOCK, POULTRY, OR DOMESTIC ANIMAL, AND ANY OTHER DAMAGES CAUSED BY THE DOG WHILE AT LARGE.

6.20.020 LIABILITY FOR DAMAGES (GENERAL PROPERTY DAMAGE)

- A. IT IS UNLAWFUL FOR ANY ANIMAL AT LARGE OR NOT UNDER DIRECT CONTROL OF AN OWNER/HANDLER TO DAMAGE THE PROPERTY BELONGING TO ANOTHER PERSON OR ENTITY.
- B. THE OWNER OF AN ANIMAL IS LIABLE FOR DAMAGES CAUSED BY THE ANIMAL WHILE THE ANIMAL IS AT LARGE OR NOT UNDER DIRECT CONTROL.

TOWN OF EAGAR

MEMORANDUM

TO: Eagar Town Council

FROM: Eva Wilson, Town Clerk

THROUGH: Tami Ryall

DATE: September 15, 2016

SUBJECT: Employee Assistance Program Services Agreement

An Employee Assistance Program (EAP) is a voluntary, work-based program that offers short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. As you may know, our county has a gap in reliable behavioral health services for its citizens, and specifically Town employees. The only local behavioral health center in Round Valley does not honor our employee health insurance so the possibility of contracting with an EAP provides an effective and affordable option.

In researching this option, many of the other cities and towns have an EAP provided by their regular health insurance plans. Because the Rural Arizona Group Health Trust does not provide this as a benefit, eight EAP providers were contacted directly to evaluate both the services offered and cost. Of the eight companies, five only offer EAP services as an option with normal health insurance. For the remaining three, EAP Preferred, Total Care EAP, and the Holman Group, the following is a summary of my research:

- The Holman Group is not accepting any new clients.
- <u>Total Care EAP</u> offers three face-to-face counseling visits, plus employee assistance and work-life services and is headquartered in Massachusetts. Total Care EAP cost quote is \$5.64 per employee per month for a total of \$2,500 annually.
- <u>EAP Preferred</u> offers six face-to-face counseling visits, plus employee assistance and work-life services and is headquartered in Arizona. EAP Preferred cost quote is \$4.25 per employee per month for an annual cost of \$1,887. This price is guaranteed for two years.

I find it necessary to add that as a representative of the Town to whom employees may turn to find help with personal issues, I am challenged to find them the resources they need in the local area. A recent legislative change requires cities and towns to provide emergency services personnel with twelve behavioral health visits per year, and thankfully we have found a provider in Show Low specializing in these services. However, this leaves the vast majority of our employees with little to no option when they are struggling with family, financial, or substance abuse issues. Other employers have found that proactive, preventative efforts to help employees identify and resolve personal issues before they have serious consequences save money in the long-term by enhancing employee and workplace effectiveness and reducing absenteeism.

It is recommended that the Town of Eagar enter into a contract with EAP Preferred because they offer the best service package with the lowest cost. All the services employees will have access to via their telephones and an informative website are included in this packet for your review.

EMPLOYEE ASSISTANCE PROGRAM SERVICES AGREEMENT

This Agreement is entered into on the TBD day of **TBD**, 2016 by and between Counseling and Family Resources, Ltd., dba EAP Preferred: Employee Assistance Programs, an Arizona Corporation (hereafter referred to as EAP Preferred) and the Town of Eagar (hereafter referred to as "Client").

WHEREAS, EAP <u>Preferred</u>, and Client declare and express their mutual intent to enter into this Agreement whereby EAP Preferred shall provide those services as hereafter described to Client under the terms and conditions set forth herein.

COVENANTS

EAP Preferred and Client agree as follows:

TERM AND TERMINATION: This Agreement shall commence on (TBD) for two
[2] years. This Agreement shall renew automatically on a year-to-year basis
unless terminated. After the second year, either EAP Preferred or the Client may
give notice of their intent to modify or terminate this Agreement at least thirty
days in advance.

2. EAP PREFERRED'S RESPONSIBILITIES TO THE CLIENT:

- a. Shall provide those services described in Attachment A.
- b. Shall have Masters or Licensed Doctoral level counselors to provide counseling services to employees and participants/dependents.
- c. All counseling services shall remain confidential between EAP Preferred and participants/dependents unless specific authorization is received for the release of information to a third party by such participant. Exceptions are those prescribed by law. EAP Preferred counselors shall make referrals to other service providers as deemed clinically appropriate. The participants/dependents accept personal responsibility for use of referral services through available medical/mental health plan or other fee arrangements.
- 3. **COMPENSATION:** Fee schedule is provided in **Attachment B**. Client agrees to pay EAP Preferred within thirty days of the dated invoice. Invoices are paid Quarterly in advance of service.
- 4. **INDEPENDENT CONTRACTOR:** All services performed by EAP Preferred and its employees under this Agreement shall be considered and are those of independent contractors. This Agreement is not intended to suggest that an employer-employee relationship, joint venture, partnership or any other

relationship of any type shall be established or understood, expressly or by implication.

- 5. **RIGHT OF SELECTION OF TREATING THERAPISTS:** EAP Preferred retains the right and responsibility for selection, credentialing and oversight of the professionals that it engages to treat employees and other covered persons of the Client under this Agreement.
- 6. **EAP PREFERRED LIABILITY:** EAP Preferred maintains policies of general and professional liability to protect itself and its employees against any claims, liabilities, damages or judgments, including malpractice or negligence that arises out of services provided or to be provided by EAP Preferred or its employees, agents and representatives in the discharge of professional services to enrollees or qualified dependents under this agreement. EAP Preferred agrees to hold client harmless and to pay any damages and costs, including expenses actually incurred in defending any action or proceeding brought against Client, relating to this Agreement or the performance of EAP Preferred in the provision of services pursuant to this contract.
- 7. NOTICES: Any and all notices to alter the terms of this Agreement must be mailed by certified and/or registered mail or delivered in person to the parties as shown:

0111	J	• • • •		
Town of Eagar				
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Client Information

Counseling and Family Resources, Ltd.

dba EAP Preferred

Attn: Carmen De Los Reyes, Director, Account Management

99 East Virginia Avenue, Suite 275

Phoenix. Arizona 85004

Phone: 602-264-4600. Ext. 190

Cell: 602-373-6797 Fax: 602-264-7325

Email: <u>carmen@eappreferred.com</u>

- 8. **ENFORCEMENT:** This Agreement shall be binding upon and enforceable by the parties and their respective representatives and successors in interest. If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to payment by the other party of reasonable attorney's fees, costs, and necessary disbursement and expenses in addition to any other relief to which such party may be entitled by law.
- 9. **SEVERABILITY:** If any provision of this Agreement is deemed invalid or unenforceable by a court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall not cause the invalidity or unenforceability of the remainder of this Agreement.

10. EAP PREFERRED REPRESENTS AND WARRANTS AS FOLLOWS:

- a. That it is an Arizona Corporation in good standing.
- b. That it is authorized to undertake and fulfill each and every obligation hereunder, and that it has the necessary licenses and certifications required by federal, state and local governments.
- c. To its knowledge, it is not under investigation by any government agency for violation of any applicable statute or regulation.
- d. EAP Preferred shall be responsible for any applicable federal, state or local taxes.
- 11. **ENTIRE AGREEMENT:** This Agreement constitutes the entire understanding and obligations between the parties. No change, amendment or alteration shall be effective unless in writing and signed by both parties.
- 12. **GOVERNING LAW:** This agreement shall be governed by and construed in accordance with the laws of the State of Arizona except to the extent superseded by ERISA. Each party shall comply with all applicable state and federal statutes and regulations relating to this Agreement.

13. COORDINATING PROVISIONS-STATE/FEDERAL LAWS AND ACCREDITATION STANDARDS

EAP Preferred and client will comply with the coordinating provisions-State/Federal laws, including, without limitation, the Health Insurance Portability and Accountability Act ("HIPAA") of 1996.

14. ACCESS TO BOOKS AND RECORDS: After providing the service stated in this agreement, EAP Preferred agrees that for a period of seven years, it shall retain and make available upon the request of the Client this agreement and documents and records which are necessary to verify that

services were delivered as requested by Client or its duly authorized representatives. All subcontractors are required to do the same. All participant/dependent clinical records are the property of EAP Preferred and are confidential. Participant/dependent records are not available for review without participant/dependent written consent/authorization according to the regulations set forth within EAP Preferred's Policy and Procedures. These regulations meet the current standards of "Privacy and Security" set forth within the Health Insurance Portability and Accountability Act ("HIPAA") of 1996, including, without limitation, all current and future revisions necessary.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their authorized representatives:

CLIENT INFORMATION Town of Eagar.

BY:	DATE:
Counseling & Family Resources, Ltd.	
dba EAP Preferred	

BY: DATE: 09/02/2016

Carmen De Los Reyes,

Director, Account Management

ATTACHMENT: A EAP RESPONSIBILITIES TO THE CLIENT

EAP Preferred list of Services
Employee Assistance Program [EAP], Work-Life and related SERVICES

TOWN OF EAGAR — Submitted AUGUST 24, 2016

This proposal offers the following:

- Coverage for the 37 current employees and their household members which may include immediate family and significant others
- Client Location- Town of Eagar and surrounding areas
- Presentation of a \$IX [6] clinical session model [per incident per person per year]; EAP Preferred to define what constitutes a separate incident
- Includes full Work-Life Services [detailed below] and Employer benefits
- No utilization provided; EAP Preferred estimates 5% annualized utilization
- Effective date –TBD

Clinical Features		INCLUDED
24 hours/7 days, 365 days per year live answer for crisis response. Non-emergency appointments can be scheduled through the business office Monday through Friday, 8:00 AM to 5:00 PM [Arizona time]. Clinical appointments are available in the evenings, as well as Saturdays at some locations.		YES
Up to SIX [6] face to face counseling family member per contract year.	sessions per problem per employee and/or	YES
Eligibility for EAP Services: Employee, spouse or partner, and minor children. *household family members: dependent children and grandchildren up to the age of 25 years old and college student, living in the employee's home.		YES
Solution-focused/brief therapy & to: • Family/relationship issues • Separation and divorce • Parenting • Child and adolescent problems • Coping with elderly parents • Substance (alcohol/drug) misuse	 counseling areas include, but not limited Emotional challenges Stress, anxiety and/or depression Work concerns Career pressures Grief and loss Gambling 	YES

Face-to-Face clinical counseling provided near employees/household members live or work. EAP Preferred maintains a network of credentialed therapists in each of the areas in which Town of Eagar operates. Further, EAP Preferred has an extensive network of licensed therapists – 1,100 across Arizona and 27,000 throughout the United States.		YES
_	red will facilitate and monitor treatment of reappropriate, post-treatment EAP services.	YES
Work-Life Features - Legal, Fina	ancial, Child Care, and many other issues	INCLUDED
24 hours/ 7 days, 365 days per y work-life expert [an unlimited se	year live answer and consultation with a ervice].	YES
Multiple service points: Telepho response is available 24 hours/7 d	ne, Internet chat or website. Professional lays.	YES
Rapid turnaround time for work-life cases – 12 business hours for regular cases or six business hours for urgent cases - the fastest turnaround time in the industry.		YES
Work-life areas covered for con not limited to:	 sultation, resource, and referrals include, but Child care Education Pet care Wellness Special needs Household services 	YES YES
 Educational materials to support Tip sheets on specific topics Checklists to help evaluate resources Interactive CDs 	 each customized consultation include: Selected resources that are available in Spanish Provider profiles Handbooks filled with consumer information 	YES
Customized web site offering 5,000+ articles, tip sheets, interactive self-assessments, personal plans, audio files, and articles with resources available in English and Spanish.		YES

Legal, Financial, and ID Theft Recov	ery:	
 Divorce/custody issues Estate planning/wills/trusts Landlord/tenant issues Small claims Bankruptcy Buying a home for the first time Major life event planning Retirement planning 	 Criminal Real Estate Personal injury/malpractice Adoption Budgeting Foreclosure prevention College fund planning Will preparation 	YES LEGAL SERVICES INCLUDE 30 MINUTE FREE APPOINTMENT WITH AN AVAILABLE LOCAL ATTORNEY AND 25% DISCOUNT ON ATTORNEY FEES
Service Features		INCLUDED
as a means of support, encouragemen	ork connecting caregivers with one another ont, and advice; includes weekly video blogs, onitored by dependent care specialists.	YES
every day, and luxury items; plus discour	r, It's a free program for savings on name-brand, ats on you cellular bill. Employees and family s at discounts of 25 to 70 percent off regular employee support website.	YES
follow up by mailing supporting educ Control Your ID, an online ID monitor	A Free telephonic session, an advisor, will cational materials. Free registration to ring program. If your identity is stolen l Your ID, an ID theft professional will help	YES
TaxACT: Specializes in free tax preparation software and many Web-based services are available. File your Federal & State Taxes. Review your taxes. Filing an extension. Check your E-File Status When can I expect my return?		YES
Marketing and promotional support included; EAP Preferred standard printed brochures/wallet cards [40], employee instruction sheets [40], and worksite posters [5]. EAP Preferred will deliver printed materials to one location for distribution to the Customer. Monthly webinar invitations and quarterly news magazines submitted in electronic format.		YES
Unlimited telephonic management consultations included: Onsite services available at additional fees [provided below].		YES
Unlimited supervisory referrals.		YES
Over the phone one [1] orientation	per year.	YES

Seamless transition from current vendor.	GUARANTEED
Annual utilization reports submitted electronically.	YES
webinars from EAP Preferred's Work-Life website, and new Monthly webinars will be emailed monthly via email.	YES
Training from a current inventory of topics: Customer can access the training	_

Network Providers and Locations

- ➤ EAP Preferred EAP Preferred has an extensive network of licensed therapists 1,100 across Arizona and 27,000 throughout the United States.
- Maintains five [5] outpatient clinics in Central Phoenix, Mesa, Paradise Valley, Tempe, and West Phoenix; after-hours and Saturday appointments available.
- All counselors are graduate-degreed, trained and experienced in EAP issues, licensed in the state in which they practice, and fully insured.
- > Callers for EAP services are assisted quickly through the intake and scheduling process; emergency situations are dealt with during the call.

EAP and Work-Life Services Website Demo

- EAP Preferred's website www.eappreferred.com
- Work-Life Services for help on many issues people face in their work and home lives; available by internet, email, instant messaging, or telephonic counseling; for the demonstration, follow these instructions:

www.eappreferred.com;

- For Work-Life Services, continue;
- Lower left side of EAP Preferred Home Page;
- Enter username, EAPP123 and password, eappreferred;
- On the top of the Work-Life page are general topic tabs Parenting, Aging, Balancing, Thriving, Working, Living, and International. Clicking on these opens sub-topics, and clicking on the sub-topics provides significant detail;
- On the right side is Site Search which allows entry of a topic and direct access to all the site information on that topic;
- In the center of the page is a Monthly Topic, with supporting materials;
- Below, in the center, is News For You;
- Continuing in the center are the list of Online Seminars ["webinars"], planned and archived; clicking
 on the planned seminar allows registration for the scheduled date; clicking on archived seminars
 provides instruction on how to open the seminar of choice and review it;
- For Spanish translation of most materials, click on the Spanish flag at the top far left corner of the Work-Life home page;
 - For an **instant message dialogue** with a work-life consultant, click on the **LIVECONNECT** graphic, complete the brief inquiry form and stay online to continue the dialogue; *unlimited instant message dialogues are included each contract year*.

ATTACHMENT B EAP FEE

Fees are for all Services described in Attachment A,

Fees are invoiced for payment quarterly in advance.

The fee is guaranteed for two [2] years

TBD, 2016 @ \$4.25 pepm, for six [6] sessions model

- EAP Preferred's website www.eappreferred.com
- Work-Life Services for help on many issues people face in their work and home lives; available by internet, email, instant messaging, or telephonic counseling; for the demonstration, follow these instructions:

www.eappreferred.com;

- For Work-Life Services, continue;
- Lower left side of EAP Preferred Home Page;
- Enter username, EAPP123 and password, eappreferred;
- On the top of the Work-Life page are general topic tabs Parenting, Aging, Balancing, Thriving, Working, Living, and International. Clicking on these opens sub-topics, and clicking on the sub-topics provides significant detail;
- On the right side is Site Search which allows entry of a topic and direct access to all the site information on that topic;
- In the center of the page is a Monthly Topic, with supporting materials,
- Below, in the center, is News For You;
- Continuing in the center are the list of **Online Seminars** ["webinars"], planned and archived; clicking on the planned seminar allows registration for the scheduled date, clicking on archived seminars provides instruction on how to open the seminar of choice and review it;
- For **Spanish translation** of most materials, click on the Spanish flag at the top far left corner of the Work-Life home page;
 - For an instant message dialogue with a work-life consultant, click on the LIVECONNECT graphic, complete the brief inquiry form and stay online to continue the dialogue; unlimited instant message dialogues are included each contract year.



EMPLOYEE ASSISTANCE PROGRAMS & BEHAVIORAL HEALTH SERVICES

CONSISTENT QUALITY . CONSTANT VALUE.

IF YOU OR SOMEONE YOU LOVE IS TROUBLED BY ALCOHOL OR DRUG ABUSE, MARITAL OR FAMILY PROBLEMS, DEPRESSION, THOUGHTS OF SUICIDE . . .

ONE PHONE CALL CAN BEGIN THE HEALING PROCESS.

SHORT-TERM, NO-COST COUNSELING

- · Marriage, Relationships & Family
- Divorce, Separation & Loss
- Personal & Interpersonal Problems
- Alcohol & Drug Problems
- Stress & Arixiety
- Work Related Issues
- Depression

CRISIS INTERVENTION

- Emergency Situations
- Workplace Trauma
- Critical Incident Debriefings
- Follow-up Care

INFORMATION & REFERRAL

- · Alcohol & Drug Treatment
- Legal & Financial
- Psychological Testing
- Psychiatric Services
- Community Services
- Career Development



STRICTLY CONFIDENTIAL 800-327-3517

For Employees and Their Household Members

Work-Life Services for Legal, Financial, ID theft recovery, Child Care, Elder Care, and many other issues.

Call 800-327-3517 for telephone consultation.

Live chat on website, [www.eappreferred.com; username: [your group]; password: eappreferred] -both 24 hours / 7 days live.

CONFIDENTIAL SERVICES FROM EAP PREFERRED

LOCAL COUNSELING AND HELP WITH LEGAL AND OTHER NEEDS

EMPLOYEE ASSISTANCE AND WORK-LIFE SERVICES

COUNSELING NEAR YOUR WORK OR HOME

HELP FOR WORK AND HOME
Resolvingspreprens
early through EAP
call stop
personal pain,
restore relationships,
and improve work
performance.

The EAP is uniquely qualified to assist you and your family to correct situations that interfers with your work and home life. The EAP provides clinical counseling for problems for which many people have no other help, while Work-Life Services help with other critical issues, legal, financial, ID theft recovery, elder care and child care, education, and housing.

Your employer has contracted with EAP Preferred

to provide the Employee Assistance Program [EAP]

not report personal information to the employer.

EAP Preferred is an independent firm and does

personal pain, restore relationships, and improve

work performance.

The EAP can help resolve problems early to stop

Live Support: 24 Hours/7days / Live: 1-800-327-3517 or 602-264-4600 TTY: 1-800-367-8939 Website: www.eappreferred.com Work-Life Services: www.eappreferred.com; requires unique usename and password

HELP FOR YOU AND YOUR FAMILY

Employee Assistance Work-Life Services

days/ In e. Standard counseling appointments can

The EAP responds to emergencies 24 hours/7

be made Monday to Friday, 8 00 AM to 5 00 PM

A free beateful from your employer, proyaded by EAP Preferred

A rise benefit incre your employer, provided by EaF Preferred

EAP PREFERED

A free benefit from your employer, provided by EAP Preferred.

EAP PREFERRED

EAP PREFERED

EMPLOYEE ASSISTANCE AND WORK-LIFE SERVICES

YOU CAN TRUST PROFESSIONAL

EVERYWHERE FOR EVERYONE

HELP FOR LIFE S PROBLEMS

problems You and your household members can use Your EAP offers free help for work and personal the program to improve your lives

The EAP covers a wide range of issues that affect how you work and live, among the topics are:

Clinical

- Stress anxiety and minor depression
- Marital/relationships
- Child and adolescent
- Family matters
- Substance abuse
 - Grief and loss
- Workplace conflicts
- Balancing work and personal life

Free clinical sessions per problem per year (number determined by vour employer)

Work-Life

- Legal issues
- Financial consultation
- Consumer rights and resources
- · ID theft recovery
- · Child care (pre- and after-school)
- Elder care (most services)

Early living subjects

- Health and well-being
- Disability and illness
- Website ior all topics

with local actorneys and a 25% discount on their fees Legal services include free 30 minute consultations

FAST APPOINTMENT SCHEDULING

But sometimes changes come faster and harder than Most of us develop ways to cope with those changes. We need to be prepared for the ups and downs of life we can deal with, that is uncomfortably normal

need it most Short term, focused therapy from the EA? helps you regain your life balance, helping you to professional you can trust, someone who cares about you. That's the EAP. Confidential advice when you For those times, you need guidance from a operate at your best A free banein from your employer, provided by EAP Preferred





EAP PREFERRED

Referrals to appropriate resources Assistance in resolving problems Confidential, no-cost counseling Emergencies and follow-up care CONSISTENT QUALITY . COMUTARY VALUES

602-264-4600 · Outside Maricopa County 1-800-327-3517

 Press 2 for scheduling, Monday - Friday 8 am - 5 pm Press 5, after hours and weekend emergencies



Training and Development Topics

WELLNESS TOPICS

Alcohol and Other Drugs: Use, Abuse, and Addiction

An examination of substance use and the effects on the individual, the workplace and family life plus information for self-assessment

Best of Relaxation Techniques

Explores the mind/body connection and allows participants to experience deep relaxation and learn techniques they can use at work and at home.

From Burned Out to Balanced

Recognizing signs of workplace burnout and methods for coping with life stressors to bring more balance to work/life commitments

Managing Job Stress

Each participant will identify their particular stressors at work and, with the help of the instructor and other participants will devise a plan to lessen the stress.

Managing Holiday Stress

For many people holidays add an additional burden to already stressful lives. For some, holidays may trigger feelings of grief and loss. This training helps participants to plan ways to lessen the holiday's negative effects.

Self-Care for the Caregiver

The caregiver is often holding down a job as well as caring for a family. This is a workshop to help the employee identify ways to manage the inevitable stress that goes with the caregiver role.

Stress Management

Identifying both positive and negative aspects of stress and learning healthy ways to cope with the demands of work and family.

COMMUNICATION AREAS

Effective Listening Skills

Perhaps the most important element of effective communication is the art of listening well. This training helps participants to develop their listening skills.

Gender Differences in Communication

Learning to recognize, respect and bridge the differences in male and female styles of communication.

How to Say What You Really Mean

How to express wants and needs in a clear and direct manner by recognizing and avoiding phrases and body language that obscure meaning.

Preventing Sexual Harassment in the Workplace

Education regarding the law as it applies to workplace behavior; situations and speech to avoid; and where to go for help if feeling harassed.

Workplace Relationships

Communication skills that contribute to good working relationships

SELF-MANAGEMENT

Anger Management

An examination of the cycle of anger; our physiological, mental and emotional responses to events and helping participants to identify steps they can take to improve their anger management skills.

Balancing Home and Career

For people who need help with prioritizing, delegating, setting reasonable limits and saying "No".

Dealing with Change

Helping people to identify their own responses to the stress and loss brought about by change and exploring various healthy responses

Organizational Change

This training helps employees to evaluate their progress through the cycle of organizational change and determine what things they may do to help themselves and their coworkers return to normal job functioning.

Time Management

This training assumes that all working people have time management skills but need help in identifying their unique approach to time management and how it can be improved upon.

SUPERVISORY/MANAGEMENT DEVELOPMENT TOPICS:

Dealing with the Troubled Employee

Spotting indicators of personal problems that interfere with job performance, the role of the supervisor in motivating employees to seek help, ways to respond to deteriorating job performance that is appropriate and effective

Managing Organizational Change

Information for managers to use in helping employees to process normally through organizational change with as little disruption as possible

Motivating Employees

Proven approaches that managers and supervisors can use to improve the work performance and job satisfaction of employees

Preventing Sexual Harassment in the Workplace

Information to help managers recognize, prevent and address sexual harassment types of behaviors to avoid serious consequences.

Recognizing Substance Abuse in the Workplace

Education on commonly abused substances and recognizing signs and symptoms of abuse

Substance Abuse Training for Supervisors of DOT Regulated Workers

Recognizing signs and symptoms of substance abuse in the workplace plus a review of the applicable DOT regulations

Preventing Workplace Violence

Training in the steps employers, supervisors and employees can take to reduce the risk of workplace violence.

EMPLOYEE ASSISTANCE PROGRAM [EAP] & WORK-LIFE SERVICES

Achieving balance through total well-being and support

COUNSELING

- * Stress, arxiety, depression
- A Loss and grief
- · Marital Relationship ..
- Family issues
- Work Related Concerns
 - Substance abuse

CHILD CARE

- · Choosing Child Care
- Summer/Holiday Care
- Special Needs Child Care
- Community Resources

ADULT CARE

- Care for Order Adults
- Special Needs Adult Care
- Medicare and Medicald
 - * Caregiver Support

PARENTING

- * Adoption
- Pregnanc, and Infertility
 - Talking to Teenagers

EDUCATION

- Colleges and Chiversities
 - Financing
- · GED Arocational
- Tutors and Test Prep

DAILY LIVING

- Transitional Recreation
- Dining and Entertainment
 - Consumer Issues
 - Pet Care
- Community Resources Health and Wellness

- Skill Building and Career Training
 - 2 Stress Management
- · Co-Worker Relationships
- Transition and Relocation

SERVICE OVERVIEW

everyday life. That's why you and your provided by your Employee Assistance challenges of balancing work with family have access to assistance Your employer recognizes the Program [E4P]:

- A complementary component to other employee benefits
- Provides professional consultation and referral
- Accessed by phone e-mail, instant message, or website
- Available anytime, any day



SPECIAL FEATURES AND BENEFITS

in addition to live support, the following special features and benefits are also available.

- rates might be available if further consultation with an attorney on legal representation is required most legal issues. Discounted Legal Assist, a free half-hour
- Financial Assist, a free telephonic consultation with a financial professional
- ID Theft Prevention and Recovery, a free telephonic consultation with online monitor program, Control provides free registration to the an ID theft professional. Also Your ID
- LiveCONNECT, a feature that allows you to instant message a Consultant
- Savings Center, where you can shop name-brands at discounts of up to 25%
- Calculators, for a variety of Financial and Daily Living practical applications
- LifeLines, a quarterly newsletter with information on topics for your daily life

This is a free benefit from your employer and it's completely confidential

ACCESS IS EASY

No matter when, no matter where, you and your family have access to professional support, Call or log on to get started

800-327-3517 TOLL-FREE

602-264-4600 LOCAL

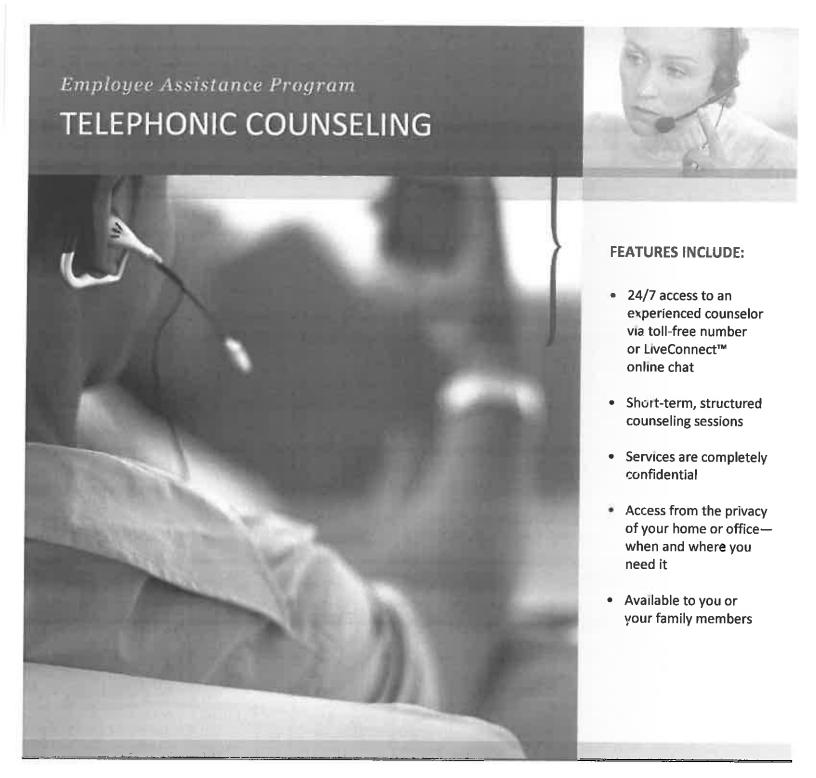
www.eappreferred.com WEBSITE:

USERNAME

PASSWORD: 🥞

eappreferred





Help from a counselor is just a phone call away with telephonic counseling provided as part of your Employee Support Program. These telephonic counseling sessions can be scheduled at a time that is convenient for you. Call from the privacy of your home or office and one of our helpful counselors will help you address issues that are making it difficult to manage at work or at home.

TOLL-FREE: 800-327-3517

WEBSITE: www.eappreferred.com

USERNAME: your group ID • PASSWORD:



Employee Assistance Program

LEGAL, FINANCIAL, and ID RECOVERY



LEGAL ASSIST:

Provides a free half-hour consultation with an attorney on most legal issues. In most cases, discounted rates are available if further legal representation is required.

FINANCIAL ASSIST:

Provides a free telephonic consultation with a financial professional.

ID THEFT PREVENTION AND RECOVERY:

Provides a free telephonic consultation with an ID theft prevention and recovery professional. It also provides free registration to Control Your ID, an online ID monitoring program. If your identity is stolen while you are registered with Control Your ID, an ID theft professional will help you restore it.

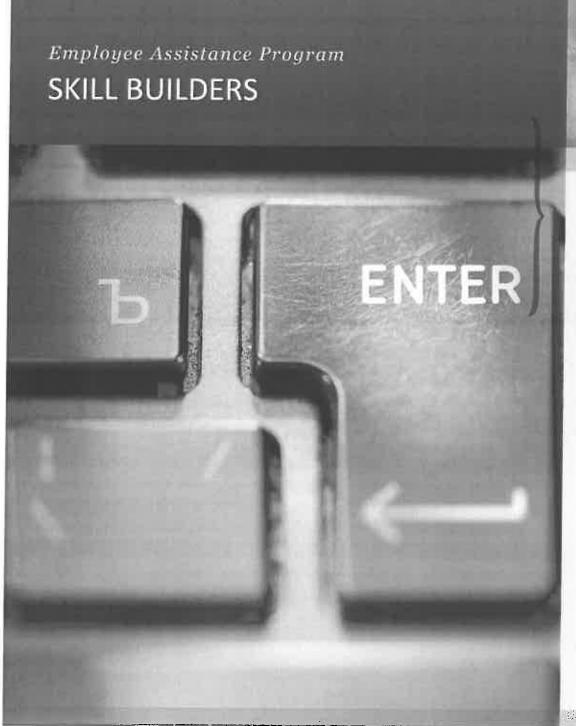
When a legal issue, financial matter, or an instance of identity fraud disrupts your life, it can create substantial stress for you and your family. To help minimize the impact, your employee support program will assist you with managing the many complexities of these events. Through professional consultation, these programs can save you time, while providing valuable information and peace of mind.

TOLL-FREE: 800-327-3517

WEBSITE: www.eappreferred.com

USERNAME: your group ID o PASSWORD: eappreferred







- Flexibility—Take Skill Builders when you want. They're always available on the website.
- Interactivity—Quizzes will enhance your understanding of the subject.
- Options—Skill Builder presentations are fully narrated, but a closedcaptioned feature is available for privacy.
- Quality—Skill Builders are created by adult instructional design experts.
- Results—Skill Builders give you practical tips on managing your workplace and your world.
- Accomplishment— Download a certificate of completion following your session.

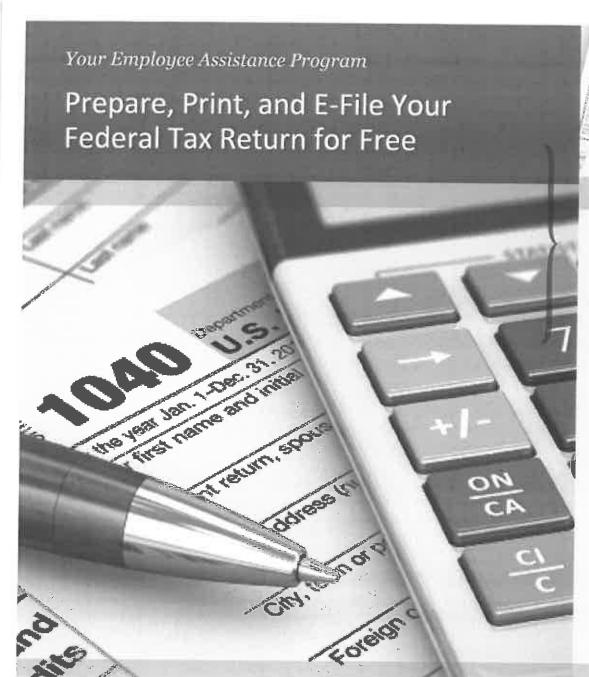
Combine valuable training with the ease and flexibility of learning online with our Skill Builders. These e-learning courses provide training for success both on and off the job. Our newest titles include "Appreciating Personality Differences," "Cultural Diversity in the Workplace," "Nobody Likes a Bully: Bullying in the Workplace," "Recognizing a Troubled Employee," and "Sexual Harassment Prevention in the Workplace." We also have a full library of informative articles and resources that cover a wide variety of work-life topics. Log on to your employee support website to get started.

TOLL-FREE: 800-327-3517

WEBSITE: www.eappreferred.com

USERNAME: your group @ PASSWORD: eappreferred





SECURE AND REPUTABLE

TaxAct retains the following certifications and memberships:

- Authorized IRS e-File Provider
- Better Business Bureau
 Online Reliability Program
- BizRate.com Customer Certified
- Norton Secured
- TRUSTe Certified Privacy
- Trustwave Trusted
 Commerce

Free, confidential support is always available for tax issues, or any other issue that matters to you and your family. Call toll-free, or log on to the Web site with your username and password.

TAXACT HELPS MAKE TAX PREPARATION LESS TAXING.

For the 2015 tax preparation season, your work-life Web site offers you and your family TaxAct—an online tool for easy tax preparation and filing. TaxAct offers a variety of support and filing options including the option to prepare, print, and e-file your federal tax return (1040EZ) for free.

To take advantage of this beneficial resource, log on to your work-life Web site, and select the TaxAct Center from the list of Centers on the home page.

By filing with TaxAct, the accuracy of your returns is 100% guaranteed. If you are assessed a penalty due to a TaxAct calculation error, TaxAct will reimburse you the penalty and interest associated with that calculation error. Log on and get started!

TOLL-FREE: 800-327-3517 TTY/TTD: 800-367-8939

WEBSITE: www.eappreferred.com

USERNAME: your group ID • PASSWORD: eappreferred





CAPABILITIES STATEMENT

THE COMPANY

EAP Preferred, a division of Counseling & Family Resources, Ltd., has provided Employee Assistance Programs [EAP's] for 34 years. We have built our reputation on consistently delivering high quality, cost- effective EAP services across Arizona and the United States, now caring for nearly 500,000 people throughout the United States.

EAP Preferred reports with pride that some of our customers have had working relationships with us for more than 34 years. Our average customer relationship is more than 15 years.

EAP Preferred maintains one of the largest independent network of counselors in Arizona with 800 licensed, participating professionals. Unique in Arizona, EAP Preferred operates 5 of its own clinics with 17 licensed staff clinicians. Our United States preferred provider network includes 35,000 counselors.

EAP Preferred's business and service models focus on benefiting both the employer as the purchaser of the EAP services, as well as the employees' and their families as mutual beneficiaries of the company's EAP investment. Our dual focus continues the important traditional role of helping employees and their families to address challenges that may negatively impact their work and personal lives, while assisting employers in creating a positive and productive work environment.

CUSTOMER PROFILE

Automotive - Cities, County, State Agency & Towns
Community & Social Service Agencies - Construction - Consulting
Higher Education - Hospitals - Insurance & Benefits - Law Firms
Manufacturing - Schools - Service Firms - Transportation - Utilities.

OPERATING MANAGEMENT

The Founder and President of EAP Preferred is Dr. Kenneth Goldberg. As a licensed psychologist Ken brings our customers 39 years' experience in the EAP, substance abuse treatment and managed mental health field.

Dorothy [Dot] Hurd, Vice President, Clinical Operations, manages our staff clinics, our national/international provider networks, as well as being a constant professional resource to our customers. Dot has been with EAP Preferred for 22 years; she is a Licensed Professional Counselor [LPC], Certified Employee Assistance Professional [CEAP] and accredited Substance Abuse Professional [SAP].



STRENGTHS and STRATEGIES

- History of delivering superior service;
- Honest caring for the people who seek out for help;
- > Access to care as a simple step, not a process;
- Prompt response to customer groups, employees and family members for their questions and their needs;
- A system-wide flexibility to make immediate decisions to help people. EAP Preferred has no bulky corporate structure. Everyone in our firm has the authority to do then and there what is right for the person and the situation. We are not the minimal service model of insurance companies or national EAP vendors.

UNIQUE CAPABILITES

- Exceptional experience and positive results through responsive customer service and effective brief therapy clinical care;
- Comprehensive services for Work-Life issues, with the most comprehensive website in the industry, supported by telephone and Live Chat 24 hours/7 days/live with consulting specialists on Work-Life topics;
- ➤ Integration of clinical EAP and Work-Life Services for cross-referral that provides program users with a broad spectrum of services;
- As demonstrated with a concept that EAP Preferred pioneered with customers such as the University of Phoenix, an ability and willingness to develop new ways to creatively serve unique populations.

We appreciate the opportunity to put the services and values of EAP Preferred to work for you, your employees and their families.

EAP Preferred

We succeed through service™
99 East Virginia Avenue, Suite 275
Phoenix, AZ 85004
602-264-4600 ext. 141
goldberg@eappreferred.com



Group Effort

EMPLOYEE ASSISTANCE PROGRAMS & BEHAVIORAL HEALTH SERVICES
CONSISTENT QUALITY - CONSTANT VALUE

FAMILY SOLUTIONS TO ADDICTION

Addiction is an illness that impacts the whole family. Family members need education about the causes of addiction, how to approach it with loved ones, and how to support their treatment. Recovery is a group effort. Let your Employee Assistance Program help with the information and resources you need to find solutions for addiction.

ONLINE SEMINAR

Available on demand starting July 19th

Next Steps: Dealing With Addiction in a Loved One

You've identified that your loved one has an addiction—what's next? Learn about interventions, treatment options, and where to find help.

Online seminars can be found on your home page, or you can search for them by title.

TOLL-FREE: 800-327-3517

WEBSITE:

www.eappreferred.com

USERNAME: Your grup ID PASSWORD: eappreferred

Available anytime, any day, your Employee Assistance Program is a free, confidential program to help you balance your work, family, and personal life.



EMPLOYEE ASSISTANCE PROGRAM JULY 3416



EMPLOYEE ASSISTANCE PROGRAMS & BEHAVIORAL HEALTH SERVICES

CONSISTENT QUALITY . CONSTANT VALUE.



Employee Assistance Program and Work-Life Services

Your employer has contracted with EAP Preferred to provide the Employee Assistance Program [EAP]. EAP It's an independent firm and doesn't report personal information to your employer. Completely confidential Sessions are Face-to-face* with a master's level clinical therapist. Up to six [6] sessions per issue*, per year. Unlimited Resources and Referrals	 Stress, anxiety Marital/Relationships Child and adolescent Substance abuse Gambling (Phone counseling available on a per case basis) Eligibility for EAP Services: Employee, spouse or partner, and minor children. 	 Work concerns Minor Depression Loss and grief Job stress Family matters *household family members: dependent children and grandchildren up to the age of 25 years old and college student, living in the employee's home.
Provides online access to a wide range of resources regarding work and life topics of interest to you and your family. Navigate through articles, audios, links, interactive content, self-searches, self- assessments and more.	 Adoption Parenting Elder/Adult care Summer care Travel Resources Childcare 	 Education Pet care Wellness Special needs Household services
Financial Services Provides a free telephonic consultation with a financial expert and assist you with everyday matters.	 Bankruptcy Budgeting Credit Estate planning Insurance 	 Loans Savings for College and Retirement Taxes Wills
Legal Services It provides a free 30-minute consultation with an attorney on most legal issues. In most cases, discounted rates are available.	 Credit Repair and Debt Criminal Law Discrimination Family and Divorce Living Wills 	 Real Estate Taxes and Audit Wills Review Parenting and adoptions Power of Attorney Forms
ID Theft Prevention and Recovery It provides a free telephonic consultation with an ID theft prevention and recovery professional	 supporting educational materials Free registration to Control Your 	ID, an online ID monitoring program. u are registered with Control Your ID,
The Saving Center It's a discount shopping program that provides discount through the Corporate Website. It offers discounts of up to 25% to 60% off regular retail prices! Earn points every time you shop to redeem whenever you want! Use the company code Advantage to register* Try the Local Offers Tab, and get deals in your zip code area, Eating, Spas/Salons, Weekend Fun and Escapes	 Hotels, Fights, Car Rentals and Value Car buying, Insurance, and Maint Computers, TV's, Video Games, T Movies, Theaters, and Theme Par Shoes, Bags, Woman-Man and Ch Home Décor, Appliances, Bed & E 	enance &Parts Fablets and Cameras Frks Finildren's clothing Fath, and Outdoor Living
Skill Builder Center Provides Free E-Learning Courses, it takes about in 15- 20 minutes to complete. Each course offers a visual presentation, brief online quizzes, and a printable certificate of completion.	 Self-Care: Remaining Resilient Eating Your Way to Wellness Emotional Intelligence for Success Healthy ways to communicate Accountability 	 Effective Time Management Caring For Aging Relatives Estate Planning: Five Essential Documents Appreciate Personality Differences

Elder Care Most of us are unprepared for the magnitude of the responsibility and are unaware of where to turn for assistance and support. Receive Consultation and Referrals from your Work-Life Services	 Assistance Living Facilities Nursing Homes Adult Day Care Program Caregiver Support Retirement Communities Elder Hostels Meals On Wheels Program Home Safety Elder Driving End of Life Decisions 	
Child Care Whatever the age of your child, finding quality child care can be a challenging and emotional experience; if you are looking for an arrangement that will work best for your family and have peace of mind that your child will receive love and good care. WLS can help with resources & referrals to:	 Day Care Centers Family Day Care Homes Back-up Care Sick Child Care Nanny Agencies Lactation Support Summer Camps Adoption Public and Private Schools Tutors And much more 	
TaxACT Specializes in free tax preparation software and many Web-based services are available.	 File your Federal & Check your E-File Status State Taxes. When can I expect my return? Filing an extension 	
MY Social Security You can also set up an account to review your Social Security personal information thru the TaxACT http://www.ssa.gov/myaccount/ Create a free my Social Security account.	Keep track of your earnings and verify them every year; Get an estimate of your future benefits if you are still working; Get a letter with proof of your benefits if you currently receive them; & Manage your benefits: Change your address; Start or change your direct deposit, and Get a replacement SSA-1099 or SSA-1042S for tax season. Setting up an account is quick, secure, and easy.	

Relocation Center

As it's often said, real estate is about location, location, location. The Relocation Center makes it easy for you to access up-to-date community information including maps, demographics, school reports, houses of worship, and more.

- The <u>Better Business Bureau (BBB)</u> assists consumers nationwide in choosing a trustworthy and high-quality service providers.
- <u>City-Data</u> can provide detailed profiles for cities across the U.S. with data from crime rates to weather patterns.
- Crime Reports offer detailed reports on local crime rates and trends for cities and neighborhoods nationwide.
- Moving.com not only provides reports for cities and neighborhoods across the country but also has an extensive collection of
 articles and tip sheets on topics from mortgages to insurance.
- Realtor.com offers a comprehensive search of available real estate and rentals nationwide, and can also connect a potential buyer with a certified real estate agent.
- Rent.com provides a search for individuals looking to rent. Because their postings only come from verified sources, renters can avoid scams.
- <u>Zillow</u> also offers a search of available real estate and rentals nationwide and can also assist current homeowners in determining the worth of their home.

Contact EAP Preferred at 1-800-327-3517

24 Hours a Day / 7 Day a week

Or you can visit our website at www.eappreferred.com

Username: EAPP123 and Password: eappreferred

[*] "Per issue, etc." – defined in general terms; relationship, work, family counseling, substance abuse and emotional. Once the contracted number of sessions has been used for a particular problem, sessions will be available for that problem after 12 months have elapsed. However, sessions for other problems may be available during the year. Only the contracted number of sessions will be authorized per problem per year, regardless of the number of persons participating in counseling.

[*] "Work-Life" Services are available by telephone, email, an instant message, all of which are supported by a state-of-the-art website.

The Supervisor's Guide

To The

Employee Assistance Program



The Supervisor's Guide to the EAP

Introduction

One of the most difficult jobs for many supervisors is confronting an employee about problem behavior. You may have to deal with employee absenteeism, tardiness, conflict with coworkers, or even suspected substance abuse. You may be aware that an employee is having personal problems that appear to be affecting work performance. The best training cannot prepare you to meet every challenge. Your Employee Assistance Program (EAP) is available to help you to deal with the troubled employee.

Why an Employee Assistance Program?

Other services provided by your EAP include:

- Critical Incident Stress
 Debriefing (CISD)
- Death of a Co-worker
 Debriefing

THE STATE

- Support for Drug Free Workplace programs
- Training and
 Development workshops

AND THE PARTY OF THE PARTY

 Consultation with Human Resources The EAP grew out of employers' awareness that personal problems affect work performance and productivity. In addition, employers want their employees to have help available in times of trouble.

Experienced professional counselors with special knowledge of workplace issues staff the EAP. They provide information and guidance to the supervisor as well as counseling to the employee.

How Does the Employee Assistance Program Work?

Employees and their household members may contact EAP Preferred directly for information and to schedule appointments. All EAP services are strictly confidential and at no cost to the employee. Services include:

- Individual, relationship and family counseling
- Referrals to other professionals for help with legal, financial, education, elder care, child care, and similar issues
- Substance abuse treatment referral and case management
- After hours emergency line

Supervisors may consult with the EAP
for assistance with:
☐ Workplace behavior problems
☐ Suspected substance abuse
☐ Violence in the workplace
☐ Documentation and the progressive disciplinary process
☐ The Supervisory Referral Process
☐ Training requests
THE NAME OF THE PARTY OF THE PA

What are the different types of referrals to the EAP?

There are three types of referrals:

- Self-Referral: The employee or their household member contacts EAP Preferred directly to schedule an appointment.
- Informal Supervisory Referral: The employee has shared some personal problem or there are minor work performance deficiencies that indicate possible personal problems in this case the supervisor should remind the employee of the EAP, stress that it is confidential and no-cost, and recommend that the employee make an appointment.
- Formal Supervisory Referral: Depending on your employer's policies, this may be a required part of a disciplinary process. Be sure to check with your human resources or personnel department and with EAP Preferred before initiating a formal referral. The Formal Supervisory Referral provides an additional resource for the employee and the supervisor in identifying and correcting workplace performance problems.

When Should Supervisors Make a Formal EAP Referral?

When a work performance problem has been identified and corrective or disciplinary action has been imple-

mented.

It is important to follow your employer's policies and procedures, but generally accepted practices start with a verbal reprimand and documentation that the problem behavior has been addressed. If improvement is not seen in response to the verbal reprimand then a progressive disciplinary action would occur.

Some common examples of unsatisfactory performance are:

- Inconsistent productivity
- Poor quality of work
- Frequently late to work
- Excessive sick leave or absenteeism
- Missed deadlines
- Irritability/anger with co-workers or customers

Things to be aware of:

- Changes in work habits
- Change in patterns of behavior
- Problems with co-workers
- Disregard for safety
- Changes in physical appearance

A typical situation: The employee has a history of good work performance. Lately there have been problems with tardiness, personal days off and decreased productivity You suspect personal problems but are unsure what they might be. You have documented the decrease in performance. You meet privately with the employee to address your concerns. You document the meeting and the employee's promise to improve. Over the next two weeks, no improvement is noted. You contact Human Resources to get direction. They advise progressive disciplinary action. Now is the time that a formal EAP referral should be used in conjunction with your disciplinary action.

Steps to Minimize Performance Problems

Observe

One of the most important things a supervisor can do is be observant and know the employees work patterns. This gives you a baseline to judge when an employee is showing a change in behavior that may indicate a developing problem.

Document

Document problems as soon as they appear. This will help you later to see patterns if problems continue. If you have to confront the employee, you can point to specific events over time and present them in an objective manner.

Get into a pattern of documenting both positive and negative events. This way you can reinforce the good performance as well as address poor performance. One of the best ways to support the employees you supervise is to be aware and to point out to them the good work they are doing.

Include dates and times in your documentation as well as a description of the incidents. Document in a specific and objective way. Stick to what is observable. Avoid conclusions such as "a bad attitude"; instead describe the events that led you to conclude that the employee has a bad attitude.

Intervene Early

The most effective intervention happens early on. When you see that an employee's performance is slipping, talk with the employee informally. Explore whether the decreased performance is due to a training issue or something else the employee may need help with.

If the employee reports that a personal problem is interfering with work, avoid playing the role of counselor. Stick to work performance issues. Remind the employee of the EAP services (the *Informal Referral*). Reinforce that the service is confidential and at no cost to the employee. (continued on page 6)

Let the employee know that you care about them and their success is important to you. Continue to monitor and document performance. If the performance deteriorates to a point that is unacceptable, consult with Human Resources regarding the disciplinary process and a *Formal Supervisory Referral*.

Note: The employee may have told you that they followed your suggestion to seek counseling through the EAP. Do not assume that they have made work performance problems a focus of their counseling; they may not have disclosed those to the counselor. It is important to prepare for a Formal Supervisory Referral.

The Formal Disciplinary Meeting

Prepare for the meeting with:

- □ A confidential meeting place
- Documentation
- A list of the points you want to cover
- □ A proposed plan for corrective action; what the employee needs to do differently.
- □ Be clear about the consequences if the behavior does not improve
- ☐ A plan to deal with the employee's reaction

Have a caring but firm tone. Stay focused on job performance; do not be side tracked with the employee's excuses or attempts to blame the problems on someone else.

Have the paperwork prepared for a Formal Supervisory Referral. See the guide on the following page.

Here is a quick reference guide to the Formal Supervisory Referral:

Note: Always check with your Human Resources or Personnel Department before making the referral.

- 1. Call EAP Preferred with any questions about the Supervisory Referral Process and to get forms if needed: 602-264-4600 or 1-800-327-3517. Forms can be downloaded from our website: www.eappreferred.com, click on tab, Managers/Supervisors, Referral Forms.
- 2. Complete the Supervisory Referral Forms.
- 3. Meet with the employee to discuss the work deficiencies and the corrective action needed. Use the Supervisory Referral Form as a guide.
- 4. Let the employee know that the referral to EAP Preferred is for help with any personal problems that may be affecting work performance. Underscore confidentiality.
- 5. Have the employee sign the referral form.
- 6. Fax the referral form to EAP Preferred: 602-264-7325.
- 7. Schedule the counseling appointment with the employee present, if possible.

After the counseling appointment has been scheduled, the counselor will call to speak with you directly to assure that there is a mutual understanding of the goals for counseling.

We will keep you informed:

- You will get a report after each counseling session regarding compliance and progress.
- The counselor will need your feedback during the course of the referral in order to know if you are seeing progress toward the identified goals.

Your involvement in the referral process is very important to a successful outcome. Please call the counselor at any time if you have new information or want to speak with the counselor about the referral.

When the problem is suspected substance abuse:

Supervisory Referrals for substance abuse require special referral forms. It is very important that you follow your employer's policies and procedures regarding suspected substance abuse.

Often substance abuse referrals are made by Human Resources or Personnel, but if you have any questions regarding this type of referral please call EAP Preferred. There are substance abuse professionals on staff who can answer your questions and provide help.

EAP Preferred provides training to Supervisors in identifying workplace behaviors that may indicate substance abuse. We also provide trainings on federal DOT (Department of Transportation) regulations and requirements. This is an important part of the service that we provide our customers.

Please call if you have any questions. We are always happy to assist you: 602-264-4600 or 1-800-327-3517.

EAP Preferred 602-264-4600 or outside Maricopa County, 1-800-327-3517 www.eappreferred.com